

**BOARD OF
COMMISSIONERS**

Matthew Mitchell
Mick Morel
Diana Anton
Amanda DePalma-Gable
Shawn Jones



Ridgeville
PARK DISTRICT

908 SEWARD STREET • EVANSTON, ILLINOIS 60202-2809 • TEL: (847) 869-5640 • www.ridgeville.org

EXECUTIVE DIRECTOR
Marlon Rodas

PROGRAM DIRECTOR
Natalie Sallee

**OFFICE MANAGER &
CORPORATE SECRETARY**
Nicole Aleman

TREASURER
Gerry Gibbs

Board of Park Commissioners

Decennial Committee Meeting Agenda

Ridgeville Park District
Thursday, March 14, 2024
6:30 PM

- I. Call to Order & Roll Call
- II. Approval of June 8, November 9, 2023 Minutes
- III. Public Comment
- IV. New Business
 - a. Review, Discussion, and Approval of Draft Report for the County Boards of Cook County
- V. Survey of Residents in Attendance
- VI. Adjournment

DRAFT

Meeting of the Decennial Efficiency Committee of the Ridgeville Park District

June 8, 2023, 6:30 pm

Commissioners Present: Amanda DePalma, Shawn Jones, Matthew Mitchell (President),
Michael (Mick) Morel (Vice President)

Commissioners Absent: Diana Anton

Also Present: Gerald Gibbs (Treasurer), Julie Larson (Minute Taker), Marlon Rodas (Director
of Parks and Recreation)

Citizens: none

President Matthew Mitchell called the meeting to order at 6:36 pm.

Roll Call

Diana Anton: absent

Amanda DePalma: present

Shawn Jones: present

Matthew Mitchell: present

Mick Morel: present

Approval of Minutes: None

Citizen Comments

No comments at this time.

Old Business: None

New Business: Introduction and Purpose

Marlon Roads offered a brief history of the need for an efficiency meeting. The Illinois Governor instituted the requirement and RPD is required by law to comply and meet once every 10 years to discuss efficiency and potential partnerships with other municipalities, government agencies, and etc. The Efficiency Committee will need to meet 3x within 18 months and will then offer a written report with recommendations.

Identification and/or Appointment of Committee Members

Gerry Gibbs and Michael Miro volunteered to be citizen committee members.

Identification of Existing Efficiencies

- **Existing Intergovernmental Agreements**

We currently do not have any contractual arrangements with any organizations at this time. The afterschool program was a contractual agreement with the City of Evanston in recent years, but that is no longer in operation.

Identification of Efficiency Opportunities

- **Opportunities for Intergovernmental Agreements**

Marlon Rodas will research possible IGAs. Connections with Evanston municipalities, school districts, and the Evanston Public Library were all offered as ideas.

Review of RPD Ordinances, Rules, (Policies), Procedures, Powers, Jurisdiction, Shared Services

Rodas is currently reviewing all of RPD's rules, policies, and procedures in his new role as Executive Director. Ordinances are also being looked at by the REDI committee. Passing an updated general ordinance in the next year is one of Matthew Mitchell's goals. Gerry Gibbs noted that merging park districts or organizations does not necessarily lessen the amount of staff needed or the amount of money spent. "Efficiency" of equipment could be something that is looked at with the City of Evanston. Shawn Jones offered the idea of buying road salt from the City as a less expensive option since the City buys in bulk.

Determination of Future Meeting Dates

There was a request to meet after summer programming is over. October 12 could be the next meeting and then February 8 could be the final meeting, both at 6:30 pm prior to the monthly board meetings. These dates are tentative at this time.

Adjournment:

Motion #1: Shawn Jones moved to adjourn the meeting. Matthew Mitchell seconded the motion. All were in favor. The meeting was adjourned at 6:54 pm.

Respectfully submitted,
Julie Larson, Minute Taker

DRAFT

Meeting of the Decennial Efficiency Committee of the Ridgeville Park District

November 9, 2023, 6:30 pm

Commissioners Present: Diana Anton, Amanda DePalma, Matthew Mitchell (President)

Commissioners Absent: Shawn Jones, Michael (Mick) Morel (Vice President)

Also Present: Gerald Gibbs (Treasurer), Julie Larson (Minute Taker), Marlon Rodas (Director of Parks and Recreation)

Citizens: Michael Miro

President Matthew Mitchell called the meeting to order at 6:55 pm.

Roll Call

Commissioners:

Diana Anton: present

Amanda DePalma: present

Shawn Jones: absent

Matthew Mitchell: present

Mick Morel: absent

Citizen Participants:

Gerry Gibbs: present

Michael Miro: present

Approval of June 8, 2023 Minutes

There was no approval at this time.

Public Comment

There were no comments at this time.

New Business

- **Review and Discussion of Draft Report for the County Boards of Cook County**

Marlon Rodas highlighted a packet which will be completed by staff and commissioners to include information on partnerships; when completed, it will be mailed to the indicated address for review. The state of Illinois mandates all government entities with tax dollars involved to complete this paperwork to increase efficiency..

- **Appointment of New Member**

Michael Miro was previously appointed and was in attendance at tonight's meeting.

Schedule of Next Meeting Dates

The next decennial meetings were scheduled to occur 30 minutes prior to the February and March board meetings of the Ridgeville Board of Commissioners on Thursday, February 8 and Thursday, March 14, both at 6:30 pm.

Adjournment:

Motion #1: Matthew Mitchell moved to adjourn the meeting. Amanda DePalma seconded the motion. All were in favor. The meeting was adjourned at 7:11 pm.

Respectfully submitted,
Julie Larson, Minute Taker

EFFICIENCY REPORT FOR
RIDGEVILLE PARK DISTRICT



I. PURPOSE

The Ridgeville Park District ("Park District") formed its Committee on Local Government Efficiency on the 8th of June 2023, to study efficiencies and report recommendations regarding those efficiencies and increased accountability pursuant to 50 ILCS 70/1, et seq. (the "Committee")

II. COMMITTEE MEMBERSHIP

The Committee consisted of the following individuals:

Matthew Mitchell, Board President/Commissioner

Mick Morel, Board Vice President/Commissioner

Diana Anton, Commissioner

Amanda DePalma, Commissioner

Shawn Jones, Commissioner

Gerald Gibbs, Resident Member

Michael Miro, Resident Member

Marlon Rodas, Executive Director

III. COMMITTEE MEETINGS

The Committee met as follows:

2023 Meeting Date	Meeting Time and Place
June 8, 2023	6:30 pm at the Ridgeville Community House
November 9, 2023	6:30 pm at the Ridgeville Community House
March 14, 2024	6:30 pm at the Ridgeville Community House

Minutes of these meetings are available on the Park District's website or upon request at the Park District's administrative office.

IV. GENERAL OVERVIEW OF GOVERNING, STATUTES, ORDINANCES, RULES, PROCEDURES, POWERS, AND JURISDICTION

The Park District was established by a referendum initiated and approved by the voters of the Park District in 1939. All Illinois park districts, including the Park District, are governed by the Park District Code, 70 ILCS 1205/1 et seq.

Having a separate and distinct taxing body for parks, recreation, and conservation within the local community, which operates apart from general purpose governments, is extremely beneficial to the community for many reasons, as detailed further in this report.

- **Elected, non-partisan, non-compensated board:** The Park District is governed by a board of five commissioners. Commissioners must reside within the boundaries of the park district and are elected at the Consolidated Election in odd-numbered years. Pursuant to state law, commissioners are non-partisan and serve without compensation.
- **Accessible and focused representation:** Having a dedicated board to oversee these essential facilities, programs, and services provides the community with increased access to their elected representatives and allows those elected representatives to remain focused solely on those facilities, policies, and services. This is contrasted with general purpose governments where elected representatives are responsible for broad oversight on a wide range of issues. The special purpose benefit is particularly advantageous when it comes to budget and finance oversight.
- **Increased transparency:** Having a dedicated unit of local government to provide park and recreation services also improves the relationship between the park district and its residents because of the transparency and openness related to the board and park district operations. Having detailed agenda and action items allows taxpayers to be better informed about the inner workings of their local government. When individual units of government are responsible for providing specified services like park districts, transparency is increased because action items and budget procedures are more detailed. Additionally, these items and budgetary decisions are subject to more scrutiny by locally elected officials than is the case with larger, multi-purpose governments with a multitude of departments.
- **Protection of revenues:** With the Park District being a separate unit of local government, the revenues it generates can only be used for park district purposes. This assurance is contrasted with general purpose governments like cities, villages, and counties that provide a multitude of services such as fire, police, public works, economic development, etc., where revenues that are generated specifically for parks and recreation can be expended on these other services with limited, if any, input from voters.
- **Protection of assets:** Public parks and other real property owned by the park district is held in trust for the residents of the park district, and, subject to very limited exceptions, can only be sold or transferred if residents approve of the sale or transfer by a referendum. This is contrasted with general purpose units of government, which have authority to sell or dispose of property by a vote of the governing board.

- **Providing the community more, with less:** The Park District does more with much fewer funding options. Unlike other units of local government that receive direct state funding, and income, sales, use, hotel/motel, motor fuel, and other numerous taxes, the Park District's only tax revenues come from a modest portion of the resident's overall property tax bill. In fact, despite its limited funding options, the Park District share is less than 2% of the local tax bill.

As part of good governance and implementing best practices in the management of day-to-day operations, the Park District has also adopted the following ordinances, rules, policies, and procedures:

- Board Policies and Procedures Manual
- Administrative Policies and Procedures Manual
- General Conduct Ordinances
- Personnel Policies/Employee Handbook
- Sexual Harassment Prevention Training
- Social Media Policy
- State of Illinois Background Checks
- Scholarship Policy
- Racial Equity Policy and Charter
- Investment Policy
- Recreation Policy
- Gift Policy
- Debt Disclosure Ordinance
- Rental/BBQ Policy
- Efficiency Committee

V. LIST OF SHARED SERVICES AND PARTNERSHIPS

The Park District works diligently to provide the best possible programs, services, and facilities to our community at the least possible cost. One of the many ways the Park District achieves this goal is by partnering with neighborhood park districts, school districts, other units of local government within or near the community, the State, non-profit organizations, and for-profit corporations. Below is a comprehensive list of the current partnerships, agreements, and other relationships that assist the Park District's mission of delivering the best possible services at the least possible cost to our community.

- 1. Other intergovernmental agreements with other park districts, park district agencies, or municipal recreation agencies:**
 - Illinois Municipal Retirement Fund
 - Illinois Parks and Recreation Association
 - Illinois Association of Park Districts
 - Illinois Parks Association and Risk Services
- 2. Intergovernmental agreements with other units of local government:**
 - Shared Police Protection with the City of Evanston
 - Shared Fire Fighting Service with the City of Evanston
- 3. Partnerships or agreements with athletic or similar affiliate organizations that operate sports or other leagues:**
 - American Youth Soccer Organization
 - SWHET Sports
 - Evanston Baseball and Softball Association
- 4. Partnerships or other interrelationships with non-profits**
 - The Ridgeville Foundation
 - Avalon Theater Club
 - Laughingstock Theater
- 5. Partnerships with for profit organizations:**
 - Evanston Public Library
 - Language in Action
 - Rhythm Evolution NFP
 - Kazahaya Dojo Modern Self Defense
 - The Imaginary Game
 - Young Rembrants
 - IncrediFlix
 - Play-Well TEKnologies
 - Mudlark Theater Company
 - School of Rock

VI. OTHER EXAMPLES OF EFFICIENT OPERATIONS

Use of Volunteers: One way in which the Park District reduces the burden on taxpayers is through the use of volunteers. Last year about 100 individuals volunteered hundreds of hours of service to the Park District.

Youth Employment: The Park District is a major employer of youth in the community. Last year, the Park District employed 10 youth. Not only is this an efficient way to deliver services, but youth employment serves as a valuable training tool for the future workforce.

The Ridgeville Park Foundation: Last year, the Foundation raised \$2000.00 in private donations, which helped alleviate the burden on taxpayers. The Foundation also supported the Park District by:

- Assisted with monetary assistance to host Concerts on the Ridge.

Collaboration with other park districts on best practices: Park District are not in competition with one another, so they are more willing than the private sector to share best practices. These best practices help to avoid any unnecessary costs and deliver services more effectively and efficiently.

Reliance on Non-Tax Revenue: Unlike most local governments that rely on a wide range of sales, use, and income taxes, the Park District is not permitted to assess these types of taxes. Additionally, although the Park District is an economic engine for the community and generates much revenue for the state and our community in the form of hotel/motel, sales, and motor fuel taxes, our Park District does not receive any of these revenues. Also, unlike Illinois cities, villages, counties, and school districts that received billions of dollars in direct financial assistance from the CARES Act, ARPA, LGDF, or even GSA, we did not receive federal or state aid. Instead, the Park District provides the of the programs, facilities, and services to the community with a very modest amount of property taxes and from non-tax sources such as programs registrations, rentals, event fees, as well as private donations and grants.

VII. TRANSPARENCY TO THE COMMUNITY

The following information about the Park District may be obtained by citizens in the location listed:

Document	Location Available
• Annual Tax Levy	Ridgeville Park District Website
• Annual budget and appropriation ordinance	Ridgeville Park District Website
• Board Meeting agenda and minutes	Ridgeville Park District Website
• Comptroller's annual finance report (AFR)	Ridgeville Park District Website
• Salary Amounts	Ridgeville Park District Website

The Park District offers residents many opportunities to provide feedback. These include:

- The board of commissioners meets once a month. Residents may provide public comment at every meeting.
- The Park District's annual Budget and Appropriation Ordinance is available in tentative form at least 30 days prior to its adoption at an open meeting of the Park District board. Additionally, at least one public hearing is held prior to final action, and notice of the hearing is published in the newspaper at least one week prior to the hearing.
- The Park District's annual property tax levy is approved at an open meeting of the Park District board in accordance with the Open Meetings Act. The Park District follows all public notice and hearing requirements under the Truth in the Taxation Law prior to the adoption of this annual tax levy.
- The Park District's decennial committee is currently the only committee that has community representation.
- The Park District took part in an Equity Survey for the community that is currently available by request by emailing or calling Ridgeville Park District.
- Residents may contact or request information from the Park District by phone at 847-869-5640 or email at office@ridgeville.org.

VIII. BENEFITS AND SERVICES

The Park District serves the entire community from the youngest child to the oldest adult and all ages in between. It does so in a variety of ways:

1. Facilities

The Park District offered the following facilities to the community last year:

- Ridgeville Park District Community House
- Kamen Park East
- Kamen Park West
- David Wood Field House
- Play Lot
- Reba Park
- Elks Park & Lot
- Kay Lee Tot Lot
- Brummel Park
- Leider Park

2. Programs

The Park District offered the following programs last year. Registration numbers are also provided:

- Youth Classes
- Youth Sports
- Youth Camps
- Youth After School Programs
- Adult Classes
- Adult Events (21+)
- Garden Classes
- Garden Plot Rentals
- Youth & Family Garden Programs
- Public Concerts
- Public Theater Performances
- Public Dance Performances
- Seasonal/Holiday Events
- Partnership Programs
- Additional Services

The Park District provided the following additional services to the community:

- Urban Garden

IX. RECOMMENDATIONS FOR INCREASED ACCOUNTABILITY AND EFFICIENCY

1. Intergovernmental Fees and Charges:

One opportunity for efficiency would be the elimination of fees and charges assessed by other units of government. By way of example, below are amounts that other units of local government charge the Park District even though the Park District's taxpayers are also taxpayers of these other units of local government. Such fees and charges, and the bureaucracy that accompanies them, inhibit the park district's ability to deliver programs, facilities, and services at the least possible cost.

- ISP Background Checks: \$10.00 each.

Other units of local government should recognize that intergovernmental fees often lead to inefficiency in the expenditure of taxpayer dollars through extra bureaucracy and administrative costs. In many cases, the unit of government assessing the fee ultimately benefits from the project or event, meaning it can recoup its costs through the extra sales tax or other revenue that will be generated. Where such fees are absolutely necessary, general-purpose units of government should offset the fee by crediting the park district for all benefits they will receive from a project, event, or property. For example, open space that is protected and maintained by the Park District helps mitigate stormwater management costs, so assessing stormwater management fees on the Park District not only leads to inefficiency, but it is also shortsighted.

Governmental units should be discouraged or prohibited from charging more than their out-of-pocket costs associated with the activities covered by a fee that is assessed to another unit of local government with the same taxpayers. Put another way, one unit of local government should not profit by taxing another. Eliminating local permit fees is a way to reduce administrative costs without impacting overall public revenue. Local government best serves the people when it cooperates and works together. Some communities recognize this and do not charge fees to other units. All communities should be encouraged to follow that model to receive the best results for local taxpayers and to promote governmental efficiency.

2. Unfunded Mandates:

Unfunded state mandates are another cost driver. While the Park District recognizes that there are benefits to some of these mandates, modifications could help alleviate some of the burden to a park district.

- a. **Non-resident FOIA requests:** Last year, the park district spent an hour in staff time and no legal fees to fulfill FOIA requests. Often the individuals/businesses submitting the FOIA requests are from outside the park district's boundaries, and they appear to be serving a specific agenda, rather than assuring better local government.

- i. **Example**

Under current law, resident taxpayers end up footing the bill for these non-resident or commercial requests. In order to help alleviate the burden for these non-resident requests the law could be amended to: (1) add a requirement that non-residents identify/explain the purpose of the request for information. (2) Add a time limit on how far back a non-resident

can request information. (3) Staff time and costs could be included in the amount that is reimbursable for the non-resident and commercial requests. (4) Finally, move back the deadline for non-residents requests 10 business days so that the park district does not have to delay services to its residents in order to comply with a non-resident request. Sunshine laws are supposed to protect taxpayers by allowing them to shed light on any issue that is not exempt from FOIA. However, local government can be burdened by having to drop everything to rearrange priorities to meet FOIA deadlines, particularly if it has limited resources. Since local residents ultimately bear the expense of complying with FOIA, treating resident and non-resident requests differently would be justified.

b) Criminal Background Checks:

All park districts are statutorily required to conduct criminal background checks on all employees pursuant to Section 8-23 of the Park District Code. The background checks must be done through the Illinois State Police (ISP). Last year, the park district spent \$280.00 for criminal background checks. The Park District does not recommend eliminating this mandate because it is necessary to ensure the safety and well-being of children and other park patrons. However, the State should explore ways in which it could improve the current system and make it less costly for park districts to comply with the law.

The mandate also raises the fundamental question as to why one layer of government is forced to charge its taxpayers to comply with a state mandate when the State made the determination to impose the mandate. Put another way, if the State has determined that criminal background checks are necessary for public safety, the State should assist with compliance.

The Park District recommends studying whether there can be a more efficient background check process implemented through the ISP to reduce the time and expense it takes for background checks. Another suggestion is for the ISP to waive the fee for checks on minors or waive all fees for name checks. If there is a "hit" from a name check, the fee could be charged for the more costly fingerprint check. Since it is a state mandate, perhaps the fee structure for park districts should also be reviewed to determine whether the fee being charged exceeds the actual cost of doing the check and, if so, perhaps the ISP could consider reducing the cost to local governments.

c) Prevailing Wage:

One way to reduce the burden on local government staff is to limit the prevailing wage requirement to larger capital contracts. This would free up tracking of the paperwork on small repairs and projects. One reason for creating a threshold requirement is the cost of the administrative burden relative to the cost of the actual project. For example, eliminating prevailing wage on smaller projects, e.g., those less than \$50,000, will result in more local bids and decrease the overall cost for these smaller public works projects.

d) Newspaper Publication:

The newspaper is no longer the most effective or efficient way to provide notice. Websites are cheaper and reach a wider audience. Permitting the park district to post the information on its website and social media, in lieu of newspaper publications would reduce costs.

3. Opportunities for Increased Transparency:

As illustrated above, the Park District is very transparent in its operations. The following are opportunities for increased transparency:

- Adding an email for comments and concerns and a way to submit them directly from our website.

X

Marlon Rodas
Executive Director

Monthly Meeting Agenda

The monthly meeting of the Ridgeville Park District Board of Commissioners will take place on Thursday, March 14, 2024 at 7:00pm at the Ridgeville Park Community House (908 Seward St.). Meeting agendas and digital packets will be made available at www.ridgeville.org/governance prior to the meeting.

- I. Decennial Meeting, Call to Order 6:30pm
- II. Call Meeting to Order 7:00pm
- III. Roll Call
- IV. Citizen Comments
- V. Approval of Minutes
 - a. February 8, 2024
- VI. Approval of Bills
- VII. Approval of Petty Cash Expenditures
- VIII. Monthly Reports
 - a. Executive Director (Rodas)
 - i. Program Director (Sallee)
 - b. Treasurer (Gibbs)
 - c. REDI Report (Rodas)
- IX. Old Business
- X. New Business
- XI. Call of the Commissioners
- XII. Citizen Comments
- XIII. Executive Session
 - a. Employee Review
- XIV. Adjournment

DRAFT

The monthly meeting of the Ridgeville Park District Board of Commissioners took place on Thursday, February 8, 2024 at 7:00 pm at the Ridgeville Park Community House (908 Seward St, Evanston, Illinois). Meeting agendas and digital packets were made available at www.ridgeville.org/governance prior to the meeting.

Commissioners Present: Amanda DePalma, Shawn Jones, Matthew Mitchell (President), Michael (Mick) Morel (Vice President)

Commissioners Absent: Diana Anton

Also Present: Gerald Gibbs (Treasurer), Julie Larson (Minute Taker), Marlon Rodas (Director of Parks and Recreation), Natalie Sallee (Program Director)

Citizens: none

President Matthew Mitchell called the meeting to order at 7:05 pm.

Roll Call

Diana Anton: absent

Amanda DePalma: present

Shawn Jones: present

Matthew Mitchell: present

Mick Morel: present

Citizen Comment Part 1:

There were no comments at this time.

Approval of Minutes:

Motion #1: Amanda DePalma moved to approve the minutes from the January 11, 2024 Board meeting. Shawn Jones seconded the motion. All were in favor. The motion passed unanimously.

Approval of Bills:

Abi Leveille prepared and shared with Commissioners prior to the meeting: "Ridgeville Park District- General Account Bills Summary February 8, 2024" and "Ridgeville Park District- General Account Bills Detailed Report February 8, 2024." Marlon Rodas noted, among other items: *AT&T* late fee incurred during Office Manager transition, *RB Productions* for new website to include registration, *Seesawat* for brochure design including Spanish, and *Rodas* for conference lodging expenses.

Motion #2: Shawn Jones moved to approve payment of February 2024 bills in the amount of \$38,371.57. Amanda DePalma seconded the motion. All were in favor. The motion passed unanimously.

Approval of Petty Cash Expenditures:

Abi Leveille prepared and shared with Commissioners prior to the meeting: "Ridgeville Park District Petty Cash Summary February 8, 2024" and "Ridgeville Park District Petty Cash Details February 8, 2024." Marlon Rodas noted, among other items: *Dick's Sporting Goods* for RPD maintenance crew clothing stipend and *AT&T* for wireless payment to ensure office functionality during office transitions.

Motion #3: Shawn Jones moved to approve payment of February 2024 petty cash expenditures in the amount of \$1,250.73. Mick Morel seconded the motion. All were in favor. The motion passed unanimously.

Monthly Report offered by Marlon Rodas, Executive Director of Parks and Recreation:

Marlon Rodas shared that the new Kubota vehicle was in use this last month, clearing snow. Warm weather has not been conducive for the ice rink; it will be taken down within the next couple weeks. The IAPD/ IPRA Conference was a good experience for both Rodas and Natalie Sallee. RPD will have a new website, which should go live in the spring/summer and will be very user-friendly for our patrons. It will not be ready in time for summer camp registration, which starts within the next month. WUFOO is already set to handle spring/summer registrations. RPD acquired a new Office Manager - Nicole Aleman - through Ascension Employment, a staffing agency. It seems like a good fit and RPD staff are hopeful that it will turn into a long-term hire. Ascension provides a trial period of 45 days, after which RPD can choose to hire or try out a different person for the job. The Little Beans facility has been purchased by the City of Evanston. Sallee communicated with the City of Evanston's Director of Parks and Recreation about the possibility of running RPD programming in the building in the future. The Little Beans building will go through a time of housing the Ecology Center during the EC's renovations, undergoing its own renovations, and then finally housing the City's Special Rec programming/offices as well as gymnastics. There was board discussion regarding the relationship between Ridgeville Park District and the City of Evanston Park District and the lack of thoughtful, formal conversation over the purchase of the Little Beans space. Sentiments regarding the validity of RPD as a separate park district were recently brought to Shawn Jones by City of Evanston staff/representatives. Sallee agreed to support Jones in drafting a letter to the City of Evanston regarding the distinction and importance of RPD; Jones will share it with applicable people at the City.

Monthly Report offered by Natalie Sallee, Program Director:

- IAPD/IPRA Soaring to New Heights Conference: Rodas and Sallee attended; very helpful and informative. Sallee noted an interesting session led by Audrey Thompson (City of Evanston Director of Parks and Recreation), the Evanston Fire Chief, and lakefront staff. They led a session about the lifeguard incident in recent years, the experience of losing staff, handling the media, and the current ideas to collaborate with the fire department for management of lakefront lifeguarding positions.
- Spring/Summer Brochure: The spring/summer brochures have been mailed and are now in English/Spanish.
- Recycled Hearts: Sip Happens: Valentine's Day event from 6-8 pm has had low registration; Sallee will keep registration open through the weekend and will then make a decision on Monday about canceling/running the event.

- Summer Camp Registration: In order to qualify for early registration on Feb 16, families must meet 1 of 2 criteria (reduced lunch status and/or both parents working outside the home). Regular registration will then open for all families on Feb 19. Partner camp and sports camp registrations will open in early March.
- MSYEP: Laura Downey, Josh Coveliers, and Sallee will attend the Mayor's Summer Youth Employment Program event to recruit summer workers. We are very short-staffed for spring break camp – referrals to Sallee are very welcome! Ages 21+ for Camp Director and 16+ for counselors.
- Patties & Pints at the Park: New event on March 8, 6-8 pm, very similar to Flannel Fest but featuring a musician with an Irish fiddle. Registration opened today.

Monthly Report offered by Gerry Gibbs, Treasurer:

Gerry Gibbs shared that expenditures/revenues are running below budget; the district is at a good place at this halfway point in the fiscal year. The list of outstanding items is concerning (“unapproved” and “approved but not cleared”), due to the staffing turnover in the office recently. The new Office Manager will work on resolving the items, but some items may need to be written off. Gibbs also discussed the following documents:

1. “Ridgeville Park District (RPD) Treasurer’s Board Meeting Report (prepared by Gerry Gibbs) February, 2024,”
2. “RIDGEVILLE PARK DISTRICT - APPROPRIATIONS LEDGER BY GROUPINGS as of 1/31/2024 for Fiscal Year Ending June 30, 2024,”
3. “RIDGEVILLE PARK DISTRICT Statement of Revenue and Appropriation Disbursements / Expenditures as of 1/31/2024 for Fiscal Year Ending June 30, 2024,”
4. “RIDGEVILLE PARK DISTRICT Balance Sheet as of 1/31/2024 for Fiscal Year Ending June 30, 2024,”
5. “RPD Treasury Fund: Reconciliation of Fund Balances to Cash and Investment Accounts Balances as of 1/31/2024 for Fiscal Year Ending June 30, 2024,” and
6. “RPD Cash Account Reconciliation: Outstanding / Unresolved Items from 07/01/2023 to 1/31/2024.”

Monthly REDI Report offered by Marlon Rodas, Executive Director:

Marlon Rodas reviewed the new social media policy, which was worked on in collaboration with Aisha Robinson (equity consultant) and Charles Valente (lawyer). Robinson and Rodas are looking to release a survey March 10, gauging community interest in forming a new REDI committee. Board equity training will occur in April. Trainings will be recorded. Commissioners will decide on a date together.

Old Business:

- **(FOR ACTION) Discuss/Approve Social Media Policy (Rodas)**

A final draft of Social Media Guidelines for Park District Employees is included in the board packet. Rodas noted that the policy highlights the expectation for respect to be maintained on social media towards RPD employees/patrons. Additionally, the policy outlines consequences (up to dismissal) if guidelines are not followed. Staff are ambassadors for the park district on

social media. Staff views expressed online should be noted as personal and not belonging to RPD through a disclaimer statement.

Motion #4: Shawn Jones moved to approve the policy entitled Social Media Guidelines for Park District Employees as presented. Amanda DePalma seconded the motion. All were in favor. The motion passed unanimously.

New Business:

- **Discuss Ice Rink at Kamen Park East (Anton)**

Marlon Rodas reported that he spoke with Diana Anton this week regarding her concerns of the material used around the rink, wondering about using a more durable material such as metal. Rodas researched options and reported to the board that they are extremely expensive, more difficult for our staff to install, and would possibly cause harm to the soccer field on which the rink is installed. Additionally, a more durable edging would not make a positive difference with warm temperatures that cause melting. Our current edging and liner is holding up well this year and it will be used again next year. There was board consensus to continue using our current liner and rink edging structure. It will be taken down on the 15th for the season.

Call of the Commissioners:

- Anton: absent
- DePalma: passed
- Jones: passed
- Mitchell: passed
- Morel: passed

Citizen Comment Part 2:

There were no comments at this time.

Adjournment:

Motion #5: Shawn Jones moved to adjourn the meeting. Amanda DePalma seconded the motion. All were in favor. The meeting was adjourned at 7:50 pm.

Respectfully submitted,
Julie Larson, Minute Taker

03/14/24

Ridgeville Park District - General Account
Bills Summary
March 14, 2024

	TOTAL
Adler, Julie	-48.00
ADP Payroll Processing Acct.#00060-052985	-995.15
Ascension Employment	-4,495.95
AT&T U-Verse #117-052-202	-77.82
AT&T U-Verse #117-052-204	-88.99
AT&T #831-001-3244 614	-111.16
AT&t Mobility Acct #287333216435	-95.75
Auto-Wares Group (Bumper To Bumper)	-75.32
Bella Consulting Group, LLC	-1,215.00
Betts, Wendy	-360.00
Blade, Debra	-20.00
Bondoc, Suzy	-40.00
Bumper To Bumper Auto Parts & Services	-75.32
CITGO-Fleet	-505.95
City of Evanston Water Dept. 9090800-00	-131.34
COMCAST	-251.85
ComEd a/c 158-313-2031	-7.11
ComEd a/c 303-360-2008	-64.55
Doxtater, Susan	-310.00
Dush, Lisa	-310.00
Evanston Lumber Co.	-73.15
GoDaddy	-71.88
Graybar Financial Services	-242.03
Hays, Sarah	-172.50
Hinckley Springs-DS Waters Company	-71.43
Hom, Lauren	-180.00
IAPD Illinois Assoc of Park Districts	-844.71
Imaginary Services, LLC	-10,000.00
Interface Technologies	-173.00
Jutta & the Hi-Dukes	450.00
Kazahaya Dojo LLC	-87.50
Krafft, Celine	-160.00
Language in Action	-345.00
Lemoi Ace Hardware	-173.05
Livingston	-103.79
Local Government Health Plan CMS	-5,646.00
LRS	-172.48
Lurvey Landscape Supply	-292.00
Mail Chimp	-47.00
Moberly, Angela*	-310.00
Nicor Gas a/c 30-47-90-9630 4	-316.50
Nicor Gas a/c 31-03-84-0000 3	-346.73
Nicor Gas a/c 91-71-84-0000 4	-328.40
Quill Corporation	-225.73
Russo Power Equipment	-3,299.99
Sallee, Natalie*	-67.39
Sanchez, Joy	-20.00
Stratus Building Solutions of Chicago - N	-683.00
Yang, Charisse	-310.00
TOTAL	<u>-33,592.52</u>

Ridgeville Park District - General Account

Bills Detailed Report

March 14, 2024

03/14/24

Num	Name	Memo	Amount
C208 · Payroll Cash			
11013	Livingston	Reissue Check #11013	103.79
Total C208 · Payroll Cash			103.79
2010 · A/P-Corporate			
	Adler, Julie	C105: Refund for Spring Break Camp	-48.00
	ADP Payroll Processing Acct.#00...	CA22: Payroll Processing inv# 655828653	-995.15
	Ascension Employment	CA01 - Office Manager Wages February	-4,495.95
DEBIT	AT&T U-Verse #117-052-202	CA05: Fast Speed Internet: Acct #117-052-202	-77.82
DEBIT	AT&T U-Verse #117-052-204	CA05: Fast Speed Internet: Acct #117-052-204 02/15/2024	-88.99
	AT&T #831-001-3244 614	CA05: AT&T Acct:831-001-3244 614 02/07/2024	-111.16
	AT&t Mobility Acct #287333216435	CA05: AT&T Mobility Acct #287333216435 03/11/2024	-95.75
	Auto-Wares Group (Bumber To B...	RA12: Statement for Acct #4730000908	-75.32
	Bella Consulting Group, LLC	CA21: Equity Consultant Invoice 242002	-1,215.00
	Betts, Wendy	C105: Refund Cancelled G2T	-360.00
	Blade, Debra	C105: Refund for Recycled Hearts Event	-20.00
	Bondoc, Suzy	C105: Refund for Patties and Pints	-40.00
	Bumper To Bumper Auto Parts &...	RA12- Oil change	-75.32
	CITGO-Fleet	RA12 - NEW-Acct:#0497 0076 72413 Fuel for Vehicles & Equipment	-505.95
	City of Evanston Water Dept. 909...	CA05: Water@ 908 Seward St. 11/01/2023 - 01/01/2024	-8.27
CREDIT	City of Evanston Water Dept. 909...	CA05-Acct.#09090800-0 @908 Seward CREDIT FEB	223.71
DEBIT	City of Evanston Water Dept. 909...	CA05: Water@ 908 Seward St. 11/01/2023 - 01/01/2024	-346.78
DEBIT	COMCAST	CA05: Internet@ 1111 South Blvd: Account #8771 10 135 1142175	-251.85
DEBIT	ComEd a/c 158-313-2031	CA05: Electric@ 141 Elmwood Ave 01/30/2024 - 03/06/2024	-7.11
DEBIT	ComEd a/c 303-360-2008	CA05: Electric@ 1115 South Blvd. 01/29/2024-03/05/2024	-64.55
	Doxtater, Susan	C105: Partial Refund cancelled G2T	-310.00
	Dush, Lisa	C105: Refund cancelled G2T	-310.00
	Evanston Lumber Co.	CA13: Supplies Acct: RIDPAR	-73.15
DEBIT	GoDaddy	CA06 - Debit 07/19/2023	-71.88
	Graybar Financial Services	CA05: Yealink phone system Inv# 16041219	-242.03
	Hays, Sarah	C105" Refund for Language in Action	-172.50
	Hinckley Springs-DS Waters Co...	CA06: Office Water Acct# 1651 5872 5335 83 02/23/2024	-71.43
	Hom, Lauren	C105: Refund cancelled G2T	-180.00
	IAPD Illinois Assoc of Park Distri...	CA21: Annual Membership Dues for 2024	-534.71
DEBIT	IAPD Illinois Assoc of Park Distri...	CA21: Conference Registration 12/04/2023	-310.00
	Imaginary Services, LLC	RA24: Partner Program After school Winter/Spring 2024 INV #00267	-10,000.00
DEBIT	Interface Technologies	CA05: Yealink phone system Inv# 16041219	-173.00
CREDIT 5860	Jutta & the Hi-Dukes	RA23: Concerts on the Ridge 08/23/2023	450.00
	Kazahaya Dojo LLC	RA24: Partner Program	-87.50
	Krafft, Celine	C105: Refund overpayment for The Imaginary Game	-160.00
	Language in Action	RA24: Partner Programs Spanish Lessons	-345.00
	Lemoi Ace Hardware	CA13: Acct# 181700	-173.05
11013	Livingston	Reissue check #11013	-103.79
	Local Government Health Plan C...	CA08: Employee Health Insurance March 2024	-5,646.00
	LRS	RA14: Trash Removal - Cust # 54404.1 Inv#5629883	-172.48
DEBIT	Lurvey Landscape Supply	SEE OCTOBER PC BILLS 20231012	-292.00
DEBIT	Mail Chimp	Debit from 09/20/2023	-47.00
	Moberly, Angela*	C105: REFUND cancelled G2T	-310.00
DEBIT	Nicor Gas a/c 30-47-90-9630 4	CA05: Nov. Gas@ 908 Seward St. Rear House	-195.32
DEBIT	Nicor Gas a/c 30-47-90-9630 4	CA05: Nov. Gas@ 908 Seward St. Rear House 10/03/2023-11/01/2023	-121.18
DEBIT	Nicor Gas a/c 31-03-84-0000 3	CA05: Gas@ 908 Seward St. 02/01/2024-03/04/2024	-346.73
DEBIT	Nicor Gas a/c 91-71-84-0000 4	CA05: Gas@ 1115 S. Blvd 02/01/2024-03/04/2024	-328.40
	Quill Corporation	CA06: Acct#1873476	-225.73
	Russo Power Equipment	RA12: Acct # 1009597 Invoice #SPI20509515 - Aerator	-3,299.99
	Sallee, Natalie*	Patties & Pints Purchases	-67.39
	Sanchez, Joy	C105: Refund for Recycled Hearts Event	-20.00
	Stratus Building Solutions of Chic...	CA13: Routine Janitorial for Feb	-683.00
	Yang, Charisse	C105: Refund cancelled GT2	-310.00
Total 2010 · A/P-Corporate			-33,592.52
C105 · Program Revenue			
	Adler, Julie	Refund for Camp Withdrawal	48.00
	Betts, Wendy	Refund Cancelled G2T	360.00
	Blade, Debra	Refund for Recycled Hearts Event	20.00
	Bondoc, Suzy	Refund for Patties & Pints	40.00
	Doxtater, Susan	Partial Refund cancelled G2T	310.00
	Dush, Lisa	Refund cancelled G2T	310.00
	Hays, Sarah	Refund for Language in Action	172.50
	Hom, Lauren	Refund cancelled G2T	180.00

Ridgeville Park District - General Account

Bills Detailed Report

March 14, 2024

03/14/24

Num	Name	Memo	Amount
	Krafft, Celine	Refund overpayment for The Imaginary Game	160.00
	Moberly, Angela*	REFUND cancelled G2T	310.00
	Sanchez, Joy	Refund for Recycled Hearts Event	20.00
	Yang, Charisse	Refund cancelled GT2	310.00
Total C105 · Program Revenue			2,240.50
RA23 Program Supplies			
CREDIT 5860	Jutta & the Hi-Dukes	Reissue see petty cash check #995736	-450.00
DEBIT	Lurvey Landscape Supply	SEE OCTOBER PC BILLS 20231012	292.00
Total RA23 Program Supplies			-158.00
RA24 Partner Programs			
	Imaginary Services, LLC	Invoice # 00267 Payment 1/2 - Afterschool winter/spring 2024	10,000.00
	Kazahaya Dojo LLC	Partner Program Kazahaya Dojo Partner Class February	87.50
	Language in Action	Zoom Spanish lessons for Adults Session I-A	207.00
	Language in Action	Zoom Spanish Lessons for Adults Session I-B	69.00
	Language in Action	Zoom Spanish Lessons for Kids: Ages 7-11	69.00
Total RA24 Partner Programs			10,432.50
CA01 · Part Time Wages			
	Ascension Employment	Nicole Aleman Work Week 02/11/2024 INV#10001	1,226.91
	Ascension Employment	Nicole Aleman Work Week 02/18/2024 Inv #10002	1,681.84
	Ascension Employment	Nicole Aleman Work Week 02/25/2024 Inv #10003	1,587.20
Total CA01 · Part Time Wages			4,495.95
CA05 · Utilities			
DEBIT	AT&T U-Verse #117-052-202	Fast Speed Internet Account #117-052-202 02/15/2024	77.82
DEBIT	AT&T U-Verse #117-052-204	Fast Speed Internet Account #117-052-204	88.99
	AT&T #831-001-3244 614	Acct 831.001.03244 614 02/07/2024	109.52
	AT&T #831-001-3244 614	Past Due Amt. Acct 831.001.03244 614	1.64
	AT&T Mobility Acct #287333216435	CA05: AT&T Mobility Acct #287333216435 03/11/2024	95.75
	City of Evanston Water Dept. 909...	Water@ 908 Seward St. 03/01/2024-01/01/2024	8.27
CREDIT	City of Evanston Water Dept. 909...	CREDIT	-223.71
DEBIT	City of Evanston Water Dept. 909...	Water@ 908 Seward St. Previous Invoice	346.78
DEBIT	COMCAST	Account #8771 10 135 1142175 - 02/18/2024-03/17/2024	251.85
DEBIT	ComEd a/c 158-313-2031	141 Elmwood Ave. Service: 01/30/2024 - 03/06/2024	7.11
DEBIT	ComEd a/c 303-360-2008	1115 South Blvd. Service: 01/29/2024-03/05/2024	64.55
	Graybar Financial Services	Yealink Phone system late charge	36.96
	Graybar Financial Services	Yealink Phone system 03/03/2024	190.73
	Graybar Financial Services	Yealink Phone system insurance	14.34
DEBIT	Interface Technologies	Yealink Phone system	173.00
DEBIT	Nicor Gas a/c 30-47-90-9630 4	Gas@ 908 Seward St Rear House: 02/01/2024-03/04/2024	195.32
DEBIT	Nicor Gas a/c 30-47-90-9630 4	Gas@ 908 Seward St Rear House: 10/03/2023-11/01/2023	121.18
DEBIT	Nicor Gas a/c 31-03-84-0000 3	Gas@ 908 Seward St.: 02/01/2024-03/04/2024	346.73
DEBIT	Nicor Gas a/c 91-71-84-0000 4	Gas@ Kamen Field House- 02/01/2024-03/04/2024	328.40
Total CA05 · Utilities			2,235.23
CA06 · Office Supplies & Expenses			
DEBIT	GoDaddy	Microsoft 365 Email renewal	71.88
	Hinckley Springs-DS Waters Co...	Office Water Acct# 1651 5872 5335 83 Previous balance	21.48
	Hinckley Springs-DS Waters Co...	Office Water Acct# 1651 5872 5335 83 02/23/2024	49.95
DEBIT	Mail Chimp	MC Order #MC13960792	47.00
	Quill Corporation	Inv #37199737 - Seb 2Ply Centerpull Towel	81.98
	Quill Corporation	Inv #37223102 - Clorox Wipes, AS Toilet Paper, Brother Printer Ink	143.75
Total CA06 · Office Supplies & Expenses			416.04
CA08 · Employee Health Insurance			
	Local Government Health Plan C...	Rodas, Marlon	1,504.00
	Local Government Health Plan C...	Cruz, Marcos	1,319.00
	Local Government Health Plan C...	Sallee, Natalie	1,319.00
	Local Government Health Plan C...	Lopez, Felipe	1,504.00
Total CA08 · Employee Health Insurance			5,646.00
CA13 · Building Maintenance & Repair			
	Evanston Lumber Co.	Inv #137193 2128T-2X12	47.00

03/14/24

Ridgeville Park District - General Account

Bills Detailed Report

March 14, 2024

Num	Name	Memo	Amount
	Evanston Lumber Co.	Inv #137719 12CDX-4X8	26.15
	Lemoi Ace Hardware	Inv#292074	3.37
	Lemoi Ace Hardware	Inv#292156	7.36
	Lemoi Ace Hardware	Inv#292423	6.35
	Lemoi Ace Hardware	Inv#291682	81.80
	Lemoi Ace Hardware	Inv#291787	47.87
	Lemoi Ace Hardware	Inv#291893	13.60
	Lemoi Ace Hardware	Inv#291894	4.54
	Lemoi Ace Hardware	Inv#291963	8.16
	Russo Power Equipment	Invoice #SPI20509515 - Aerator	3,299.99
	Stratus Building Solutions of Chic...	Invoice #6673078	683.00
Total CA13 · Building Maintenance & Repair			4,229.19
CA21 · Board Development Activities			
	Bella Consulting Group, LLC	Equity Consultant Invoice #242002 February invoice	1,215.00
	IAPD Illinois Assoc of Park Distri...	Annual Membership Dues for 2024	534.71
DEBIT	IAPD Illinois Assoc of Park Distri...	Conference Registration Marlon	310.00
	Sallee, Natalie*	Posters for Patties & Pints	20.00
	Sallee, Natalie*	Candles for Patties & Pints	16.61
	Sallee, Natalie*	Ice for Patties and Pints	30.78
Total CA21 · Board Development Activities			2,127.10
CA22 · Payroll Processing Expense			
	ADP Payroll Processing Acct.#00...	Processing Charges invoice 03/01/2024	465.50
	ADP Payroll Processing Acct.#00...	Workforce Now - HR Assist	133.50
	ADP Payroll Processing Acct.#00...	Processing Charges Invoice 12/29/2023	396.15
Total CA22 · Payroll Processing Expense			995.15
RA12 · Vehicle Maintenance & Repair			
RA52 · Fuel for Vehicles & Equipment			
	CITGO-Fleet	Past Due Balance	430.95
	CITGO-Fleet	CITGO Balance	75.00
Total RA52 · Fuel for Vehicles & Equipment			505.95
RA12 · Vehicle Maintenance & Repair - Other			
	Auto-Wares Group (Bumper To B...	Inv #473-308748 02/25/2025	75.32
	Bumper To Bumper Auto Parts &...	Oil change	75.32
Total RA12 · Vehicle Maintenance & Repair - Other			150.64
Total RA12 · Vehicle Maintenance & Repair			656.59
RA14 · Playground Maintenance Mat.			
	LRS	Garbage Pickup: Monthly Charge Inv#5629883	172.48
Total RA14 · Playground Maintenance Mat.			172.48
TOTAL			0.00

03/14/24

Ridgeville Park District
Petty Cash Summary
March 14, 2024

	<u>TOTAL</u>
Amazon.com	-377.74
Annuvia	-368.69
APPLE, INC.	-9.99
Home Depot	-224.84
Lurvey Landscape Supply	82.00
Mail Chimp	-54.00
Squarespace, Inc.	-252.00
Tax1099.com	-5.69
The Copy Room	-18.00
VistaPrint	-22.29
Zoom US	-149.00
TOTAL	<u><u>-1,400.24</u></u>

03/14/24

Ridgeville Park District
Petty Cash Details
 March 14, 2024

Num	Name	Memo	Amount
2030 · A/P-Petty Cash - Debit			
CREDIT	Lurvey Landscape Supply	RA23 - Credit #20231012	82.00
DEBIT	Zoom US	DEBIT from 10/01/2023	-149.00
DEBIT	Tax1099.com	02/05/2024 - Tax1099.com	-5.69
DEBIT	Squarespace, Inc.	CA13 - Annual Website Subscription	-252.00
DEBIT	The Copy Room	RA23 - Event Flyers	-18.00
DEBIT	VistaPrint	CA06: Business Cards	-22.29
DEBIT	Amazon.com	RA23: Purchases for Patties & Pints	-176.52
DEBIT	Amazon.com	CA06: Desktop Caddy	-24.99
DEBIT	Amazon.com	CA13: Door Handle & Boots	-176.23
DEBIT	Home Depot	CA13: Firepits for Events	-149.91
DEBIT	Annuvia	CA06: Battery and Electrode Pads for DEFIB	-368.69
DEBIT	Mail Chimp	CA06: Mailchimp Order #MC14699008	-54.00
DEBIT	Home Depot	CA13: 2 26 In Rakes	-39.96
DEBIT	Home Depot	CA13: LD Commerical PR Lever	-34.97
DEBIT	APPLE, INC.	CA06: iCloud Storage Feb 2024	-9.99
Total 2030 · A/P-Petty Cash - Debit			-1,400.24
RA23 Program Supplies			
CREDIT	Lurvey Landscape Supply	CREDIT TO 20231012	-82.00
DEBIT	The Copy Room	Event Flyer purchases	18.00
DEBIT	Amazon.com	Cups for Patties & Pints	0.71
DEBIT	Amazon.com	Heat Lamp for events	114.47
DEBIT	Amazon.com	Stickers for Patties & Pints	21.37
DEBIT	Amazon.com	Tablecoths/cups for Patties & Pints	39.97
DEBIT	Home Depot	Firepits for events	149.91
DEBIT	Home Depot	2 26 In Rakes	39.96
Total RA23 Program Supplies			302.39
CA06 · Office Supplies & Expenses			
DEBIT	Zoom US	DEBIT FROM 10/01/2023	149.00
DEBIT	Tax1099.com	02/05/2024	5.69
DEBIT	VistaPrint	Vista Print Business Cards	22.29
DEBIT	Amazon.com	Desktop Caddy	24.99
DEBIT	Annuvia	Battery and Electrode Pads for DEFIB	368.69
DEBIT	Mail Chimp	MC Order #MC14699008	54.00
DEBIT	APPLE, INC.	iCloud Storage Feb 2024	9.99
Total CA06 · Office Supplies & Expenses			634.65
CA13 · Building Maintenance & Repair			
DEBIT	Squarespace, Inc.	Annual Website Subscription	252.00
DEBIT	Amazon.com	Door Handle	16.28
DEBIT	Amazon.com	Boots for Marcos	159.95
DEBIT	Home Depot	LD Commerical PR Lever	34.97
Total CA13 · Building Maintenance & Repair			463.20
TOTAL			0.00

Date: 3/12/24

To: Board of Commissioners

From: Marlon Rodas

Subject: Monthly Report

1. A car was set on fire overnight at approximately 3:45am on February 19th. The Evanston Fire Department put the fire without incident. Detectives reviewed video and found nothing. We have yet to hear back from Evanston P.D.
2. We had a water main leak on Seward last month February 20th. The city of Evanston is taking care of all repairs the week of March 11th at no cost to us here at Ridgeville.
3. I have met with Gerry to discuss our Budget for 2024 and initial steps for the 2025 budget process. I will also be meeting with staff to discuss our budget in the coming weeks.
4. Our Parks Department has been busy with the following:
 - Aerating our fields with our newly purchased aerator eliminating the need to hire outside companies for this task.
 - Power washing our siding at 908 Seward.
 - Updating our sign at 908 Seward
 - Painting and maintaining all our parks as we prepare for nicer weather.
 - Installing new Spring Banners on Ridge Road
5. Our second in our series of Adult Beer Tastings (Patties & Pints in the Park) was a success. Thank you to our team for finding a way to not cancel this event (weather) and proceeding with an indoor event that everyone in attendance enjoyed. Natalie will go into more detail in her report.













Date: March 13, 2024
To: Board of Commissioners
From: Natalie Sallee
Subject: Monthly Report

Summer Camp Staffing

I attended the Mayor's Summer Youth Employment Program in February, along with Laura Downey (Garden Programs and Education Coordinator) and Josh Coveliers (Camp Director). The City staff did a great job again this year of prepping the kids and setting us all up for success. At this point, I have made all the offers I had available and secured our summer camp staff. Laura has also made offers for the Youth Grow Team.

Patties & Pints at the Park

The rain tried to ruin this event, but we prevailed! Thanks to the whole Ridgeville Team for helping me move the event inside and set up the space. It looked fantastic! We invested in an outdoor heater and 3 fire pits for future events. Those purchases aside, we spent roughly \$600 on supplies and entertainment. This was a sold out event with 58 tickets sold (we could have accommodated more if it had been outside), bringing in almost \$1,200 in revenue. Big success! Thanks, also, to our friends at Firehouse Grill, Temperance Brewing Company, Sketchbook Brewing Company, and Double Clutch Brewery, and to our fiddle player from The Irish Music School of Chicago.

Garden2Table

I am so sad to report that our G2T instructor, Gwenne Godwin, has passed away. We decided to offer the raised beds at the Ridgeville Park Garden as rentals to the students who were already enrolled and to the wait list for the Elks Park Community Garden. At this time, the beds are fully rented. We hope to honor Gwenne in the garden in some way this season and seasons moving forward.

Studio 908 Spring Class Session

The spring session of youth & adult classes begins on Sunday, March 17th. Registration is looking pretty good! The session will be 9 weeks, taking off the week of camp, and end May 25th. We are offering 30+ classes in-studio or online.

Spring Break Camp

Spring Break Camp is scheduled for March 25th-29th and is now on a waitlist. We have a Camp Director and 4 support staff. I had trouble securing staff, so this year we are offering services to grades K-5 and taking 20-25 kids per day.

Mr. Bunny Visits

This is a new event that will take place March 30th from 9am-12pm. One of our camp staff will dress up as Mr. Bunny, and an assistant and I will drive him to houses in the district for 10-minute visits. We are preparing baskets for each home. So far, the spots are about half-filled! I anticipate that it will be another sold out event.

NOTABLE ACTIVITY:

Revenues from the first installment 2023 tax bills have begun arriving in the district's bank accounts.

An error in the Levy was identified by the Cook County Clerk's office. For the Recreation Fund, the figure recorded as 'Estimated Receipts from Fees and Charges, Grants and Other Sources and Unexpended Funds applied' was supposed to be solely Program Revenue, but was incorrectly given as the total of Program, Rental, and Interest Revenue. This caused the figures to not foot to the Levy figure. A scrivener's letter of correction was provided to the Clerk's office, in a manner similar to how a comparable error was handled in 2019.

The Treasurer's annually required Ethics Statement filing with Cook County was completed on March 13.

MONTHLY REPORTS:

The following reports were distributed with this narrative: Appropriations Ledger, Statement of Revenue and Disbursements, Balance Sheet, Reconciliation of Fund Cash Accounts to Bank and Investment Accounts, and the Outstanding / Unresolved Items Report. Selected aspects of these are discussed below:

Appropriations Ledger: Expenditures YTD are at 54% of the budget, well below the target of 63%. In the General Fund, the entire year's budget for part-time wages is exceeded, but more than offset by Full Time salaries and wages being significantly under budget. Property Casualty Insurance is also over budget yet likely be resolved when year-end accruals in June are applied to recognize timing issues. In the Recreation Fund, program promotion and vehicle & equipment costs are running ahead of budgeted levels for this time of year.

Statement of Revenue and Disbursements: Through the end of the last month, the 8th month of the fiscal year, revenues exceed expenditures by \$28,000 versus a budget plan for a \$126,000 shortfall. This reverses a more positive trend noted last month primarily due to the arrival of significant program and tax revenue.

Balance Sheet: As of month-end, fund balances are up by roughly \$30,000 compared to the beginning of the year. Cash balances are down \$9,000 relative to the beginning of the year. Overall assets are up by roughly \$285,000 primarily because of the Levy Ordinance passed in December.

Outstanding / Unresolved Items: There is improvement to the list of outstanding items – not all of it visible on the February report since some of the necessary correcting entries are part of the bills approval process for March. To address two, related items, a motion similar to the following is suggested and recommended by the Treasurer for the board to propose and pass.

Proposed Motion:

Amend the September 2023 General Bills report by \$.01 and reduce the previously approved IMRF entry for \$1,193.61 to \$1,193.60.

Rationale:

The actual payment to IMRF was \$1,193.60 but the bills report incorrectly listed the payment as \$1,193.61. This motion approves the corrections and enables the treasurer to clear the unapproved amount of \$1,193.61 and uncleared, approved entry of \$1,193.60 from the outstanding items report.

RIDGEVILLE PARK DISTRICT - APPROPRIATIONS LEDGER BY GROUPINGS
as of 02/29/2024 for Fiscal Year Ending June 30, 2024

Acct Description	Ordinance	Actual YTD	Remaining	YTD %
CA01 Wages: Part Time	15,000	29,125.76	(14,125.76)	194%
CA03 Salaries: Full-time	160,000	58,630.74	101,369.26	37%
CA08 Benefits: Health Insurance	80,000	52,692.00	27,308.00	66%
CA16 Benefits: 403B Employee Contribution	-	0.00	0.00	N.M.
CAxx Salaries, Wages & Benefits	255,000	140,448.50	114,551.50	55%
CA09 Services: Legal	12,000	7,055.00	4,945.00	59%
CA10 Services: Audit	10,000	6,600.00	3,400.00	66%
CA21 Memberships / Board Development	36,500	5,120.92	31,379.08	14%
CA22 Services: Payroll Processing	8,000	4,895.85	3,104.15	61%
CAxx Services	66,500	23,671.77	42,828.23	36%
CA06 Administrative (Office, Furn./Equip)	18,000	10,334.59	7,665.41	57%
CA05 Facilities: Utilities	32,000	19,379.68	12,620.32	61%
CA13 Facilities: Maintenance & Repair	25,000	12,014.25	12,985.75	48%
CA51 Facilities: Capital Improvements	18,000	457.05	17,542.95	3%
CA53 Facilities: Property Casualty Insurance	10,000	13,539.00	(3,539.00)	135%
CAxx Facilities	85,000	45,389.98	39,610.02	53%
C239C General Fund Total	\$ 424,500	\$219,844.84	\$204,655.16	52%
CA96 General: Unapproved: Current Month		2,300.60	(2,300.60)	N.M.
CA97 Petty Cash: Unapproved: Current Month		1,403.18	(1,403.18)	N.M.
CA98 General: Unapproved, to Write-Off		1,661.56	(1,661.56)	N.M.
CA99 General: Unapproved, to Write-Off		971.90	(971.90)	N.M.
C239C+ Unapproved & General Fund Total	\$ 424,500	\$226,182.08	\$198,317.92	53%
RA38 Wages: Program Director	63,500	40,338.51	23,161.49	64%
RA34 Wages: Programs	143,000	79,121.33	63,878.67	55%
RA37 Wages: Maintenance	120,000	71,729.43	48,270.57	60%
RA31 Wages: Part-Time	35,500	7,966.00	27,534.00	22%
RAxx Salaries & Wages	362,000	199,155.27	162,844.73	55%
RAxx Programs (Supplies & Partnerships)	126,000	79,235.11	46,764.89	63%
RA55 Program Promotion	25,000	19,614.63	5,385.37	78%
RA14 Park & Playground: Maint & Materials	32,000	3,928.64	28,071.36	12%
RA17 Park & Playground: Capital Improvements	20,000	0.00	20,000.00	0%
RAxx Parks & Playgrounds	52,000	3,928.64	48,071.36	8%
RA12 Vehicles & Equipment	44,000	38,329.02	5,670.98	87%
C239R Recreation Fund Total	\$ 609,000	\$340,262.67	\$268,737.33	56%
IA19 Illinois Municipal Retirement Fund	8,000	2,523.88	\$5,476.12	32%
C239I IMRF Fund Total	\$ 8,000	\$2,523.88	\$5,476.12	32%
SA20 Social Security	43,500	23,039.53	\$20,460.47	53%
C239S Social Security Fund Total	\$ 43,500	\$23,039.53	\$20,460.47	53%
LA07 Unemployment Insurance	3,000	1,557.89	\$1,442.11	52%
LA15 Worker's Compensation Insurance	10,000	14,155.50	(4,155.50)	142%
LA24 Liability Insurance	12,000	10,069.00	1,931.00	84%
C239L Liability Insurance Fund Total	\$ 25,000	\$25,782.39	(\$782.39)	103%
C6191 FYE19 Project 1: Plantings/Beautification	10,000	0.00	10,000.00	0%
C6221 FYE22 Project 1: Multi-Use Maint Vehicle	30,000	29,874.00	126.00	100%
C6241 FYE24 Project 1: Basketball Court Repair	12,800	0.00	12,800.00	0%
C6242 FYE24 Project 2: Performance Stage w/Roof	35,000	0.00	35,000.00	0%
C600 Capital Improvement Fund Total	\$ 87,800	\$29,874.00	\$57,926.00	34%
APPROPRIATIONS TOTALS	\$ 1,197,800	\$647,664.55	\$550,135.45	54%

Target:	63%
----------------	------------

Note: Target % of budget utilization is # of YTD full months plus 1/2 current month, divided by 12.
This approximates recognition warrants are approved mid-month while payroll expenses reflect a full month.
YTD % reflects budget utilization (YTD Actual \$ as % of Budget \$).

RIDGEVILLE PARK DISTRICT
as of: 02/29/2024 for Fiscal Year Ending June 30, 2024

Statement of Revenue and Appropriation Disbursements / Expenditures

#	Account Description	All Funds Total		General		Recreation		IMRF		Social Security		Liability Insurance		Capital Projects	
		Ordinance	Actual	Ordinance	Actual	Ordinance	Actual	Ordinance	Actual	Ordinance	Actual	Ordinance	Actual	Ordinance	Actual
REVENUE:															
	Ordinance Property Tax Receipts (This Yr)	777,500		378,000		349,000		0		35,500		15,000			
	3% Cook County Clerk Loss Factor	23,325		11,340		10,470		0		1,065		450			
C242	Property Tax Receipts (This Yr)	800,825	75,566.75	389,340	36,739.04	359,470	33,919.65	0	0.00	36,565	3,450.38	15,450	1,457.68		
C243	Property Tax Receipts (Prior Yrs)		378,519.44		180,587.83		168,687.19		5,643.73		15,905.39		7,695.30		
C108	Replacement Tax Revenue	37,000	23,292.32	20,000	11,881.88	17,000	11,410.44								
Tax Receipts Sub-Total		837,825	477,378.51	409,340	229,208.75	376,470	214,017.28	0	5,643.73	36,565	19,355.77	15,450	9,152.98		
C101	Miscellaneous Revenue	0	0.00			0	0.00							0	0.00
C104	Rental Revenue	7,500	1,735.00			7,500	1,735.00								
C105	Program Revenue	220,000	185,722.00			220,000	185,722.00								
C106	State Grant Revenue	0	0.00			0	0.00								
C107	CDBG	0	0.00			0	0.00							0	0.00
C109	Other Grants, Gifts, Bequests	0	0.00			0	0.00							0	0.00
C111	Interest Collected	6,300	11,004.18	4,000	11,004.18	2,000.00	0.00	100.00	0.00	100.00	0.00	100.00	0.00		
Total Revenue		1,071,625	675,839.69	413,340	240,212.93	605,970	401,474.28	100	5,643.73	36,665	19,355.77	15,550	9,152.98	0	0.00
	Planned Use of Unexpended Funds	149,500		22,500		13,500		7,900		7,900		9,900		87,800	
	Exclude 3% Cook Cty Clerk Loss Factor	(23,325)		(11,340)		(10,470)		0		(1,065)		(450)			
	Total Planned Funding Sources (see note)	1,197,800		424,500		609,000		8,000		43,500		25,000		87,800	

APPROPRIATIONS:															
C239 & C600	Total Appropriations	1,197,800	647,664.55	424,500	226,182.08	609,000	340,262.67	8,000	2,523.88	43,500	23,039.53	25,000	25,782.39	87,800	29,874.00

REVENUE Less APPROPRIATIONS		(126,175)	\$28,175.14	(11,160)	14,030.85	(3,030)	\$61,211.61	(7,900)	\$3,119.85	(6,835)	(\$3,683.76)	(9,450)	(\$16,629.41)	(87,800)	(\$29,874.00)
------------------------------------	--	-----------	-------------	----------	-----------	---------	-------------	---------	------------	---------	--------------	---------	---------------	----------	---------------

NOTES: Ordinance figures for Tax Receipts include 3% Loss Provision (Loss Factor) as provided for by Cook County Clerk Property Tax Extension process
Total Planned Funding Sources should match Exhibit A in Appropriations Ordinance
See Appropriations Ledger for details of Total Appropriations

RIDGEVILLE PARK DISTRICT

Balance Sheet

as of: 02/29/2024 for Fiscal Year Ending June 30, 2024

	Major Funds		Working Cash	Special Revenue Funds				Combining Total	
	General	Recreation		Special Combined	IMRF	Liability Insurance	Social Security		Capital Projects
Assets									
Cash & Investments before Transfers	293,777.34	345,953.56	196,024.19	125,547.82	19,788.81	5,012.82	19,644.85	81,101.34	961,302.91
Cash & Investments Unapplied Transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cash & Investments Sub-Total	293,777.34	345,953.56	196,024.19	125,547.82	19,788.81	5,012.82	19,644.85	81,101.34	961,302.91
Accounts Receivable	0.00	0.00		0.00					0.00
Taxes Receivable	333,921.58	308,221.28		44,400.49	(230.07)	13,229.97	31,400.59	0.00	686,543.35
Due from Other Funds	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Prepaid Insurance	0.00			0.00		0.00			0.00
Total Assets	627,698.92	654,174.84	196,024.19	169,948.31	19,558.74	18,242.79	51,045.44	81,101.34	1,647,846.26
Deferred Outflows	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Total Assets and Deferred Outflows	627,698.92	654,174.84	196,024.19	169,948.31	19,558.74	18,242.79	51,045.44	81,101.34	1,647,846.26
Liabilities									
Accounts Payable	51.24	0.00		0.00	0.00	0.00		0.00	51.24
Accrued Payroll	0.00	0.00		0.00			0.00		0.00
Unearned Program Revenue		0.00		0.00					0.00
Due to Other Funds	0.00	0.00		0.00					0.00
Total Liabilities	51.24	0.00		0.00	0.00	0.00	0.00	0.00	51.24
Deferred Inflows (Property Taxes)	333,921.58	308,221.28		44,400.49	(230.07)	13,229.97	31,400.59	0.00	686,543.35
Fund Balances									
Non-Spendable (Prepays)	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Restricted	0.00	0.00	196,024.19	44,446.48	19,788.81	5,012.82	19,644.85	0.00	240,470.67
Assigned	0.00	345,953.56		81,101.34	0.00	0.00	0.00	81,101.34	427,054.90
Unassigned	293,726.10	0.00		0.00	0.00	0.00	0.00	0.00	293,726.10
Total Fund Balances	293,726.10	345,953.56	196,024.19	125,547.82	19,788.81	5,012.82	19,644.85	81,101.34	961,251.67
Total Liabilities, Def. Inflows, Funds	627,698.92	654,174.84	196,024.19	169,948.31	19,558.74	18,242.79	51,045.44	81,101.34	1,647,846.26

Supplemental Sub-Ledger for Capital Projects Funds Assignment:		
Capital Projects - Unallocated Surplus		1,269.72
Current Year Unapplied Net Revenues	(Note: After year-end closing entries, this line zero and sub-funds updated, see Stmt of Revenues & Appropriations)	(29,874.00)
FYE19 Project 1: Vanden Avenue Bequest		32,400.62
FYE22 Project 1: Multi-Use Maint Vehicle		30,000.00
FYE23 Project 1: Reba Park Nature Based Play Area		0.00
FYE23 Project 2: Ford F250		0.00
FYE24 Project 1: Basketball Court Vandalism Repairs		12,305.00
FYE24 Project 2: Performance Stage w/Roof		35,000.00
Total Fund Balance		81,101.34

**treasury Fund: Reconciliation of Fund Balances to Cash and Investment Accounts
Balances as of 02/29/2024 For Fiscal Year Ending June 30, 2024**

Description	Account	Balance	Sub-Total	Total	Grand Total
Bank Statement	C200CX	\$227,033.29			
Approved, Not Cleared	C200ANC	-\$6,573.15			* Note: ANC is out of balance by \$6.00, the cause of which has been identified and will be corrected by next month's report.
General Operating Total	C200		\$220,460.14		
Bank Statement	C204CX	\$5,239.17			
Approved, Not Cleared	C204ANC	\$0.00			
Petty Cash - Checks Total	C204		\$5,239.17		
Bank Statement	C208CX	\$18,637.22			
Approved, Not Cleared	C208ANC	-\$103.79			
Payroll Total	C208		\$18,533.43		
Chase Total				\$244,232.74	
Certificate of Deposit	CD068	\$65,415.14			
Certificate of Deposit	CD454	\$53,641.09			
Certificate of Deposit	CD462	\$53,613.94			
Certificate of Deposit	CD752	\$32,641.74			
Total Certificates of Deposit	C211		\$205,311.91		
Non-Interest Earning Cash Account	C212		\$5,953.35		
ByLine (Formerly FirstBank) Total				\$211,265.26	
Investment Fund	C214		\$377,989.56		
Illinois Funds Total				\$377,989.56	
Money Market	C213		\$0.00		
US Bank (Formerly CharterOne) Total				\$0.00	
Bank Statement	C209CX	\$6,090.95			
Approved, Not Cleared	C209ANC	-\$335.59			
Petty Cash - Debit Card Activity Total	C209		\$5,755.36		
Money Market Account	C210		\$122,059.99		
WinTrust Total				\$127,815.35	
Total Cash and Investments by Accounts				\$961,302.91	
General Funds Before Interfund Transfers	(Total C&I)		\$961,302.91		
Interfund Cash and Investment Balance Transfers	C201T		-\$667,525.57		
General Fund - Cash And Investments	C201C			\$293,777.34	
Recreation Fund - Cash And Investments	C201R			\$345,953.56	
Working Cash Fund - Cash And Investments	C201W			\$196,024.19	
Capital Projects Fund - Cash And Investments	C201P			\$81,101.34	
IMRF Fund - Cash And Investments	C201I			\$19,788.81	
Social Security Fund - Cash And Investments	C201S			\$19,644.85	
Liability Fund - Cash And Investments	C201L			\$5,012.82	
Total Cash And Investments by Fund				\$961,302.91	

RPD Cash Account Reconciliation: Outstanding / Unresolved Items

From 07/01/2023 to 02/29/2024

Date	Num	Description	Debit	Credit
.CA96 General: Unapproved: Current Month CA96				
02/21/2024		ORIG CO NAME:IMRF	\$2,300.60	
Total For .CA96 General: Unapproved: Current Month CA96			\$2,300.60	
.CA97 Petty Cash: Unapproved: Current Month CA97				
02/01/2024		000002798920000		\$49.97
02/01/2024		THE HOME DEPOT 1902	\$99.94	
02/05/2024		POS PURCHASE TE	\$16.28	
02/05/2024		WWW.TAX1099.COM	\$5.69	
02/06/2024		SQUARESPACE INC.	\$252.00	
02/12/2024		POS PURCHASE TE	\$159.95	
02/12/2024		POS PURCHASE TE	\$24.99	
02/12/2024		POS PURCHASE TE	\$39.97	
02/12/2024		THE HOME DEPOT #1902	\$149.91	
02/14/2024		POS PURCHASE TE	\$0.71	
02/15/2024		THE HOME DEPOT #1902	\$34.97	
02/16/2024		ANNUVIA	\$368.69	
02/16/2024		POS PURCHASE TE	\$21.37	
02/20/2024		Mailchimp	\$54.00	
02/21/2024		VISTAPRINT	\$22.29	
02/22/2024		POS PURCHASE TE	\$29.96	
02/26/2024		THE HOME DEPOT #1902	\$39.96	
02/28/2024		POS PURCHASE TE	\$114.47	
02/29/2024		THE COPY ROOM, INC	\$18.00	
Total For .CA97 Petty Cash: Unapproved: Current Month CA97			\$1,403.18	
.CA98 General: Unapproved, to Write-Off CA98				
10/01/2023		ORIG CO NAME:IMRF	\$1,193.60	
11/30/2023	20231002	ORIG CO NAME:Evanston WaterPm	\$346.78	
01/01/2024	20231219	ORIG CO NAME:Nicor Gas	\$121.18	
Total For .CA98 General: Unapproved, to Write-Off CA98			\$1,661.56	
.CA99 Petty Cash: Unapproved, to Write-Off CA99				
10/01/2023	20230901	INTERFACE TECHNOLOGIE	\$173.00	
10/01/2023	20230920	Mailchimp	\$47.00	
11/30/2023	20231002	ZOOM.US 888-799-9666	\$149.90	
11/30/2023	20231012	LURVEY - DP RETAIL	\$292.00	
01/01/2024	20241205	ILLINOIS ASSOCIATION	\$310.00	
Total For .CA99 Petty Cash: Unapproved, to Write-Off CA99			\$971.90	
General: Approved Not Cleared C200ANC				
07/13/2023	20230713	ANC ADP		\$126.11
08/10/2023	5860	ANC Jutta		\$450.00
09/14/2023		ANC IMRF cleared for 1193.60		\$1,193.61
01/11/2024	5982	ANC Language in Action		\$345.00
01/11/2024	20240111	ANC Apple		\$9.99
01/11/2024	20240111	ANC City of Evanston		\$282.04
01/11/2024	20240111	ANC Momentive		\$349.00
02/08/2024	6010	ANC Quintrell		\$28.60
02/08/2024	6012	ANC Rodas		\$364.85
02/08/2024	20240208	ANC City of Evanston		\$223.71
02/08/2024	20240208	ANC IMRF		\$2,971.16
02/08/2024	20240208	ANC Nicor		\$223.08
Total For General: Approved Not Cleared C200ANC				\$6,567.15
Petty Cash (Checks): Approved Not Cleared C204ANC				
02/29/2024		..		\$0.00
Total For Petty Cash (Checks): Approved Not Cleared C204ANC				\$0.00
Payroll: Approved Not Cleared C208ANC				
11/17/2023	11013	ANC livngston		\$103.79
Total For Payroll: Approved Not Cleared C208ANC				\$103.79
Petty Cash (Debit Card): Approved Not Cleared C209ANC				
10/12/2023	20231012	ANC Lurvey		\$82.00
10/12/2023	20231012	ANC GoDaddy		\$71.88
10/12/2023	20231012	ANC Evanston Organics		\$72.00
12/14/2023	20231214	ANC Amazon		\$59.74
02/08/2024	20230208	ANC Home Depot		\$49.97
Total For Petty Cash (Debit Card): Approved Not Cleared C209ANC				\$335.59

Prepared by: **Gerry Gibbs, Treasurer**

Report Creation Date: 03/09/2024 4:19:12 PM Central Standard Time

Date: 3/13/24
To: Board of Commissioners
From: Marlon Rodas
Subject: REDI REPORT

REDI Committee Survey

We created a survey regarding REDI Committee engagement. Aisha is currently looking it over. We plan on having the survey go out later this month.

Board Training

Aisha has created a 1 hour Equity training session for the Board of Commissioners which will cover DEI issues at park districts, these dates are April 18th and April 25th at 6pm.