

## Monthly Meeting Agenda

The Ridgeville Park District Board of Commissioners will meet on Thursday, September 14, 2023 for a public hearing for the purpose allowing the public to make comments and ask questions regarding 2023/2024 Appropriation Ordinance. The public hearing will begin at 6:45pm followed immediately by the monthly Board meeting. The monthly meeting of the Ridgeville Park District Board of Commissioners will take place on Thursday, September 14, 2023 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](http://www.ridgeville.org/governance) prior to the meeting.

- I. Call Public Hearing to Order 6:45pm
- II. Citizen Comments on the Appropriation Ordinance
- III. Adjourn Public Hearing
- IV. Call Meeting to Order 7:00pm
- V. Roll Call
- VI. Citizen Comments
- VII. Approval of Minutes
  - a. August 10, 2023
- VIII. Approval of Bills
- IX. Approval of Petty Cash Expenditures
- X. Monthly Reports
  - a. Executive Director (Rodas)
    - i. Program Director (Sallee)
  - b. Treasurer (Gibbs)
  - c. Racial Equity, Diversity, and Inclusion (REDI) Committee (Herman)
- XI. Old Business
- XII. New Business
  - a. (FOR ACTION) Discuss/Approve Appropriation Ordinance 2023/2024 (Rodas)
  - b. (FOR ACTION) Discuss/Approve contract renewal with Bella Consulting Group, LLC (Mitchell)
  - c. (FOR ACTION) Discuss/Approve purchasing a Kubota for \$29,874 (Rodas)
  - d. (FOR ACTION) Motion to implement Treasurer's salary (Rodas)
  - e. (FOR ACTION) Motion to transfer funds for capital projects (Rodas)
- XIII. Call of the Commissioners
- XIV. Citizen Comments
- XV. Adjournment

## DRAFT

The monthly meeting of the Ridgeville Park District Board of Commissioners took place on Thursday, August 10, 2023 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](http://www.ridgeville.org/governance) prior to the meeting.

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

Commissioners Absent: Diana Anton, Matthew Mitchell (President)

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

Citizens: none

Vice President Mick Morel called the meeting to order at 7:20 pm.

### Roll Call

Diana Anton: absent

Amanda DePalma: present

Shawn Jones: present

Matthew Mitchell: absent

Mick Morel: present

### Citizen Comment Part 1:

There were no comments at this time.

### Approval of Minutes:

**Motion #1:** Shawn Jones moved to approve the minutes from the July 17, 2023 Board meeting. Amanda DePalma 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 August 10, 2023" and "Ridgeville Park District- General Account Bills Detailed Report August 10, 2023." Marlon Rodas noted, among other items: \$7k for a new door and *Two Brothers* for a replacement air conditioning unit for the Fieldhouse; the other unit was 15 years old and a safety concern for camp.

**Motion #2:** Shawn Jones moved to approve payment of August 2023 bills in the amount of \$70,976.38. 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 August 10, 2023" and "Ridgeville Park District Petty Cash Details August 10, 2023."

**Motion #3:** Amanda DePalma moved to approve payment of August 2023 petty cash expenditures in the amount of \$2,125.59. Shawn Jones seconded the motion. All were in favor. The motion passed unanimously.

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

Camps are now over; Rodas offered a big thank you to Natalie Sallee and other camp staff. Kids and parents were all happy about camp this year. The original quote for the Kubata vehicle was \$24k and the new quote is \$29k, a \$5k+ increase due to supply chain issues. This is to be a vehicle for plowing and cleaning and will include attachment plow and brush. The jump in price is discouraging, but the board agreed that the vehicle feels necessary and it's been a budget item for a couple years already. A plow for the new truck is a separate budget item. Rodas will discuss any possible price discounts with Russo on the brush. We will need to put money aside in the upcoming budget to account for the \$5k price difference. The nature-based play equipment will be installed in late August. Alcohol was sold at the concert last night without issue.

Monthly Report offered by Natalie Sallee, Program Director:

- Summer Camp / Sports Wrap-Up: Camp went really well and is now ended. Summer Story Workshops were a huge hit with Laura Downey. Summer sports needed to be canceled several times due to weather and poor air quality, so extra sessions were added at the end. Wonderful staff all around. End of the season party for the camp families with a youth band was a big hit.
- Youth Grow Team Wrap-Up: The team did a terrific job under the leadership of Laura Downey. The program was a partnership with the City of Evanston as a part of the Mayor's Youth Employment program, and the City paid the youth workers' wages. They worked on park beautification and growing food for local fridges. Downey will work with volunteers through the fall to make food donations through the rest of the growing season.
- Partner Camps: RPD offered full day camps for June and July and now in August there will be mini camps offered through partner organizations. Imaginary Game, IncrediFlix (a movie making camp), PlayWell TEKnologies, and others.
- Concerts on the Ridge: Successful season thus far, despite the first two concerts being canceled due to weather. The crowd at this week's concert was great with food vendors, liquor sales, and representation from local organizations. Liquor sales were successful last night without any issue. A drone videographer has offered to film future concerts.
- Studio 908 Fall Classes / Partner Classes: Brochure is now out. New partnerships with Young Rembrandts Drawing Class, Rhythm Revolution, and others.

Monthly Report offered by Gerry Gibbs, Treasurer:

Gerry Gibbs discussed the following document: "Ridgeville Park District (RPD) Treasurer's Board Meeting Report (prepared by Gerry Gibbs) August, 2023." The final installment of the

2022 tax income will be coming in 4 months late (December 2023) and we do not have enough cash to cover this period of waiting. Withdrawals from our investment accounts will be the solution until we have tax income again. Some fall spending will need to be postponed until the winter to accommodate this delay. There was discussion about closing the U.S. Bank account and moving the cash elsewhere. On Sept 20-22 we will engage in an onsite visit from Sickich, our auditor. Gibbs has been working with Rodas on the budget and can now close up the books on the previous year's fiscal year. Gibbs noted that RPD has financial strength to weather various storms.

Monthly Report offered by the Racial Equity, Diversity & Inclusion (REDI) Committee:

There was no report offered at this time.

Old Business:

**Present Tentative Budget for 2023/2024 (Rodas)**

Marlon Rodas presented the documents entitled: "RIDGEVILLE PARK DISTRICT SUMMARY Tentative Budget Fiscal Year Beginning July 1, 2023 - Ending June 30, 2024," including General Fund line items, Recreation Fund line items, Capital Projects Fund line items, and "Exhibit A." Rodas has been working with Sallee and Gibbs on the documents. There was discussion about various small changes that occurred since the last iteration of the tentative budget. Topics of discussion included the Social Security fund, a strategic planning fund, and adding Spanish language to our brochures. Next month there will be a public hearing for the purpose of giving the public an opportunity to comment on the budget prior to the board meeting. The public hearing will occur at 6:45 pm prior to the board meeting beginning at 7:00 pm.

New Business:

There was no New Business to discuss at this time.

Call of the Commissioners:

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

Citizen Comment Part 2:

There were no comments at this time.

Adjournment:

**Motion #4:** Shawn Jones moved to adjourn the meeting. Amanda DePalma seconded the motion. All were in favor. The meeting was adjourned at 8:06 pm.

Respectfully submitted,

Julie Larson, Minute Taker

09/14/23

Ridgeville Park District - General Account  
Bills Summary  
September 14, 2023

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	<u>TOTAL</u>
ADP Payroll Processing Acct.#00060-052985	-692.20
AT&T U-Verse #117-052-202	-77.82
AT&T U-Verse #117-052-204	-62.82
Beckman, Greer	-98.00
Bell, Ruth	-250.00
Chase Paymentech	-750.05
COMCAST	-240.99
ComEd a/c 152-137-3009	-46.90
ComEd a/c 158-313-2031	-7.90
ComEd a/c 303-349-2002	-245.98
ComEd a/c 303-360-1001	-59.94
ComEd a/c 303-360-2008	-103.63
ComEd a/c 311-727-0008	-25.13
Coveliers, Joshua T	-373.32
Evanston Organics	-72.00
Genesis	-1.84
Great America	-105.84
Hinckley Springs-DS Waters Company	-27.97
Illinois Municipal Retirement Fund (IMRF)	-1,193.61
Imaginary Services, LLC	-20,900.00
Intuit, Inc. (Quick Books)	-428.53
Kraftt, Celine	-420.00
Lemoi Ace Hardware	-67.43
Levan, Kate	-50.00
Local Government Health Plan CMS	-5,646.00
Mccullough, Jeanie	-25.00
Meek, Will	-125.00
Nicor Gas a/c 30-47-90-9630 4	-54.96
Nicor Gas a/c 31-03-84-0000 3	-54.81
Nicor Gas a/c 91-71-84-0000 4	-56.69
Onagan, Caroline	-200.00
Play-Well TEKnologies	-1,215.00
Quill Corporation	-140.98
Richards, Larkin	-130.00
Roberts, Jennifer	-550.00
Rodgers, Wade	-140.00
Roth, Jen	-130.00
Russo Power Equipment	-30,127.23
Sallee, Natalie*	-20.37
Skalinder, Carole	-63.00
Stratus Building Solutions of Chicago - N	-683.00
Sunrise Tree Care	-550.00
Verizon Wireless	-161.00
Zarrow, Joe	-130.00
TOTAL	<u><u>-66,504.94</u></u>

Ridgeville Park District - General Account

**Bills Detailed Report**

September 14, 2023

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Num	Name	Memo	Amount
<b>2010 · A/P-Corporate</b>			
5874	ADP Payroll Processing Acct.#00...	CA22: Payroll Processing	-692.20
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	-62.82
5875	Beckman, Greer	C105: REFUND - dropping class	-98.00
5876	Bell, Ruth	C105: REFUND - Cancelled Program	-250.00
DEBIT	Chase Paymentech		-750.05
DEBIT	COMCAST	CA05: Internet@ 1111 South Blvd: Account #8771 10 135 1142175	-240.99
DEBIT	ComEd a/c 152-137-3009	CA05: Electric@ 1w Calley	-46.90
DEBIT	ComEd a/c 158-313-2031	CA05: Electric@ 141 Elmwood Ave	-7.90
DEBIT	ComEd a/c 303-349-2002	CA05: Electric@ 908 Seward	-245.98
DEBIT	ComEd a/c 303-360-1001	CA05: Electric@ 1111 South Blvd.	-59.94
DEBIT	ComEd a/c 303-360-2008	CA05: Electric@ 1115 South Blvd.	-103.63
DEBIT	ComEd a/c 311-727-0008	CA05: Electric@ 709 Reba Place	-25.13
5877	Coveliers, Joshua T	RA23: REIMBURSEMENT - Supplies	-373.32
5878	Evanston Organics	RA14 - MOVED FROM PETTY CASH ACCT. TO CORP. ACCT.	-72.00
5879	Genesis	CA06: Invoice #883713	-1.84
5880	Great America	CA05: Phone	-105.84
5881	Hinckley Springs-DS Waters Co...	CA06: Office Water Acct# 1651 5872 5335 83	-27.97
DEBIT	Illinois Municipal Retirement Fun...	C222: Aug 2023 Deposit	-1,193.61
5882	Imaginary Services, LLC	RA24: Partner Program After school Fall 2023 Inv #00263	-20,900.00
DEBIT	Intuit, Inc. (Quick Books)	CA06- 500 Envelopes & Checks	-428.53
5883	Krafft, Celine	C105: REFUND - Registration change	-420.00
5884	Lemoi Ace Hardware	CA13: Acct# 181700	-67.43
5885	Levan, Kate	C105: REFUND - senior discount	-50.00
5886	Local Government Health Plan C...	CA08: Employee Health Insurance September	-5,646.00
5887	Mccullough, Jeanie	C105: REFUND - senior discount	-25.00
5888	Meek, Will	C105: REFUND - Cancelled Program	-125.00
DEBIT	Nicor Gas a/c 30-47-90-9630 4	CA05: Gas@ 908 Seward St. Rear House - AUGUST	-54.96
DEBIT	Nicor Gas a/c 31-03-84-0000 3	CA05: Gas@ 908 Seward St.	-54.81
DEBIT	Nicor Gas a/c 91-71-84-0000 4	CA05: Gas@ 1115 S. Blvd	-56.69
5889	Onagan, Caroline	C105: REFUND - Cancelled Class	-200.00
5890	Play-Well TEKologies	RA24: Lego Camp	-1,215.00
5891	Quill Corporation	CA06: Inv #34262354	-140.98
5892	Richards, Larkin	C105: REFUND - Registration change	-130.00
5893	Roberts, Jennifer	C105: REFUND - Imaginary Games	-550.00
5894	Rodgers, Wade	C105: REFUND - Cancelled Rental	-140.00
5895	Roth, Jen	C105: REFUND - registration change	-130.00
5896	Russo Power Equipment	RA12: Acct # 1009597	-30,127.23
5897	Sallee, Natalie*	RA23: REIMBURSEMENT - Block party supplies	-20.37
5898	Skalinder, Carole	C105: REFUND - cancelled class	-63.00
5899	Stratus Building Solutions of Chic...	CA13 Routine Janitorial for August	-683.00
5900	Sunrise Tree Care	RA14: Inv #38486 Removal of Siberian Elm	-550.00
5901	Verizon Wireless	CA05: Acct# 980513682-0001: Inv #9942236275	-161.00
5902	Zarrow, Joe	C105: REFUND - Registration Change	-130.00
Total 2010 · A/P-Corporate			-66,504.94
<b>C222 · IMRF (Paid by Employee)</b>			
DEBIT	Illinois Municipal Retirement Fun...	Employee Contribution for Rodas, Cruz, Hower, Lopez & Sallee	989.18
Total C222 · IMRF (Paid by Employee)			989.18
<b>C105 · Program Revenue</b>			
5875	Beckman, Greer	Refund- dropping the class	98.00
5876	Bell, Ruth	Cancelled Fall 2023 Soccer School (2 slots)	250.00
5883	Krafft, Celine	Re-registered for different day	420.00
5885	Levan, Kate	Senior discount (2 classes)	50.00
5887	Mccullough, Jeanie	Refund- senior discount	25.00
5888	Meek, Will	Cancelled Fall 2023 Soccer school	125.00
5889	Onagan, Caroline	Cancelled class Fall 2023 Drawing	200.00
5892	Richards, Larkin	Switched program days, refund balance	130.00
5893	Roberts, Jennifer	REFUND - Imaginary Games - Double registered from 8/11 billz	550.00
5894	Rodgers, Wade	Cancelled rental	140.00
5895	Roth, Jen	refund- switched program days	130.00
5898	Skalinder, Carole	REFUND - Walking club cancelled class	63.00
5902	Zarrow, Joe	Refund- changed program day, refund balance	130.00
Total C105 · Program Revenue			2,311.00
<b>RA23 Program Supplies</b>			

Ridgeville Park District - General Account

**Bills Detailed Report**

September 14, 2023

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Num	Name	Memo	Amount
<b>RA27 · Summer Day Camp Supplies</b>			
5877	Coveliers, Joshua T	REIMBURSEMENT - Supplies for Arts & Adventures Camp (session 1/2)	373.32
Total RA27 · Summer Day Camp Supplies			373.32
<b>RA28 · Special Events Supplies</b>			
5897	Sallee, Natalie*	REIMBURSEMENT - Dog treats & bracelet string	8.27
5897	Sallee, Natalie*	REIMBURSEMENT - Embroidery floss & keychains	12.10
Total RA28 · Special Events Supplies			20.37
Total RA23 Program Supplies			393.69
<b>RA24 Partner Programs</b>			
5882	Imaginary Services, LLC	Invoice # 00263 Second Payment of Two - Afterschool Fall 2023	20,900.00
5890	Play-Well TEKologies	PokEmon Engineering Ages 7-12, 8/14 - 8/18/23	1,215.00
Total RA24 Partner Programs			22,115.00
<b>CA05 · Utilities</b>			
DEBIT	AT&T U-Verse #117-052-202	Fast Speed Internet   Account #117-052-202	77.82
DEBIT	AT&T U-Verse #117-052-204	Fast Speed Internet   Account #117-052-204	62.82
DEBIT	COMCAST	Account #8771 10 135 1142175 - 08/18-09/17/23	240.99
DEBIT	ComEd a/c 152-137-3009	1w Calley Service: August	46.90
DEBIT	ComEd a/c 158-313-2031	141 Elmwood Ave. Service: August	7.90
DEBIT	ComEd a/c 303-349-2002	908 Seward Service : AUGUST	245.98
DEBIT	ComEd a/c 303-360-1001	1111 South Blvd. Service: AUGUST	59.94
DEBIT	ComEd a/c 303-360-2008	1115 South Blvd. Service: AUGUST	103.63
DEBIT	ComEd a/c 311-727-0008	709 Reba Place Service: AUGUST	25.13
5880	Great America	Avaya Phones for Office	105.84
DEBIT	Nicor Gas a/c 30-47-90-9630 4	Gas@ 908 Seward St Rear House - AUGUST	54.96
DEBIT	Nicor Gas a/c 31-03-84-0000 3	Gas@ 908 Seward St.: AUGUST	54.81
DEBIT	Nicor Gas a/c 91-71-84-0000 4	Gas@ Kamen Field House- August	56.69
5901	Verizon Wireless	Invoice #9942236275 Cell Phone Monthly Charges for Sallee	161.00
Total CA05 · Utilities			1,304.41
<b>CA06 · Office Supplies &amp; Expenses</b>			
DEBIT	Chase Paymentech		750.05
5879	Genesis	Invoice #873713 - Copier Base Rate for 06/3/23 t 07/2/23 overage billin...	1.84
5881	Hinckley Springs-DS Waters Co...	Office Water Acct# 1651 5872 5335 83	27.97
DEBIT	Intuit, Inc. (Quick Books)	500 Envelopes and Checks starting at 6000	428.53
5891	Quill Corporation	Inv #34262354, Ink cartridges, sharpie gel pens	140.98
Total CA06 · Office Supplies & Expenses			1,349.37
<b>CA08 · Employee Health Insurance</b>			
5886	Local Government Health Plan C...	Rodas, Marlon	1,504.00
5886	Local Government Health Plan C...	Cruz, Marcos	1,319.00
5886	Local Government Health Plan C...	Sallee, Natalie	1,319.00
5886	Local Government Health Plan C...	Lopez, Felipe	1,504.00
Total CA08 · Employee Health Insurance			5,646.00
<b>CA13 · Building Maintenance &amp; Repair</b>			
5884	Lemoi Ace Hardware	Inv# 286038 - 33GAL DRWST BAG, MOPHEAD, 8GAL TRASH BAGS	34.79
5884	Lemoi Ace Hardware	Inv# 286339 - KEYS	32.64
5899	Stratus Building Solutions of Chic...	Janitorial Service for August	683.00
Total CA13 · Building Maintenance & Repair			750.43
<b>CA22 · Payroll Processing Expense</b>			
5874	ADP Payroll Processing Acct.#00...	Processing Charges for 08/04/2023	518.65
5874	ADP Payroll Processing Acct.#00...	Workforce Now - HR Assist	173.55
Total CA22 · Payroll Processing Expense			692.20
<b>IA19 · III. Municipal Retirement Fund</b>			
DEBIT	Illinois Municipal Retirement Fun...	Employer Contribution for Rodas, Cruz, Hower, Lopez & Sallee	204.43
Total IA19 · III. Municipal Retirement Fund			204.43
<b>RA12 · Vehicle Maintenance &amp; Repair</b>			



Ridgeville Park District - General Account

**Bills Detailed Report**

September 14, 2023

09/14/23

Num	Name	Memo	Amount
5896	Russo Power Equipment	Invoice # SPI20346690 Blade,Scag,Gator G5,21in	77.94
5896	Russo Power Equipment	Invoice # SPI20371927 Cutter,Bolt 6,Washer, Nut Lock M6X1	96.31
5896	Russo Power Equipment	Invoice # SPI20346691 Rpto Timmer line 5lb star orange	29.99
5896	Russo Power Equipment	Invoice # SPI20371928 Ear Plug 500ct, Sledge Hammer 36"FBG	131.98
5896	Russo Power Equipment	Credit Memo PCM 20015223 for Invoice # SPI20371928	-82.99
5896	Russo Power Equipment	Sales Quote SQ20026600 Uv Worksite/Cab/Hdws Tires/Bed Liner	22,315.00
5896	Russo Power Equipment	Sales Quote SQ20026600 Front Hitch & Subframe, Auxiliary Pump,3rd ...	7,559.00
Total RA12 · Vehicle Maintenance & Repair			30,127.23
<b>RA14 · Playground Maintenance Mat.</b>			
5878	Evanston Organics	Playground Mulch - Safe T Mat Certified	72.00
5900	Sunrise Tree Care	Inv #38486 Removal of Siberian Elm Tree-Grade only-on playfield	550.00
Total RA14 · Playground Maintenance Mat.			622.00
<b>TOTAL</b>			<b>0.00</b>

09/14/23

Ridgeville Park District  
Petty Cash Summary  
September 14, 2023

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	<u>TOTAL</u>
Amazon.com	-107.44
APPLE, INC.	-9.99
Evanston Chamber of Commerce	-250.00
Home Depot	-113.82
Mail Chimp	-47.00
Pizza Hut	-119.85
Shell	-3.30
<b>TOTAL</b>	<b><u><u>-651.40</u></u></b>

09/14/23

**Ridgeville Park District**  
**Petty Cash Details**  
September 14, 2023

Num	Name	Memo	Amount
<b>2030 · A/P-Petty Cash - Debit</b>			
DEBIT	Amazon.com	CA06: Office Supplies	-66.96
DEBIT	Shell	RA23: Party Supplies	-3.30
DEBIT	Pizza Hut	RA23: Pizza Party Pizzas	-119.85
DEBIT	Home Depot	CA13: Garden and program supplies	-113.82
DEBIT	Evanston Chamber of Commerce	CA21: Tickets for networking event	-250.00
DEBIT	Mail Chimp	CA06: Monthly Fee for over 2000 patron emails	-47.00
DEBIT	Amazon.com	RA23: Program supplies	-8.99
DEBIT	Amazon.com	RA23: Program supplies	-31.49
DEBIT	APPLE, INC.	CA06: iCloud Storage	-9.99
Total 2030 · A/P-Petty Cash - Debit			-651.40
<b>RA23 Program Supplies</b>			
DEBIT	Shell	ice for pizza party	3.30
DEBIT	Pizza Hut	Basketball Pizza Party	119.85
DEBIT	Amazon.com	Stickers for scavenger hunt prizes	8.99
DEBIT	Amazon.com	Router for concerts on the ridge	31.49
Total RA23 Program Supplies			163.63
<b>CA06 · Office Supplies &amp; Expenses</b>			
DEBIT	Amazon.com	Charging cord; notary journal; security cable; markers	66.96
DEBIT	Mail Chimp	Email Integration for prpgrams	47.00
DEBIT	APPLE, INC.	iCloud Storage August	9.99
Total CA06 · Office Supplies & Expenses			123.95
<b>CA13 · Building Maintenance &amp; Repair</b>			
DEBIT	Home Depot	Landscape timber; ford key copy; extension cord	113.82
Total CA13 · Building Maintenance & Repair			113.82
<b>CA21 · Board Development Activities</b>			
DEBIT	Evanston Chamber of Commerce	Tickets to mash-up	250.00
Total CA21 · Board Development Activities			250.00
<b>TOTAL</b>			<b>0.00</b>

Date: 08/14/23

To: Board of Commissioners

From: Marlon Rodas

Subject: Monthly Report

Please be advised that our September 14th Board meeting will begin at 6:45pm with citizens comments on the Appropriation Ordinance. At approximately 7:00pm we will adjourn that public hearing and begin our regular monthly meeting. See the September 14 , 2023, agenda for the details.

- In the past month we have concluded our summer programs and started Fall programming Natalie Sallee will update you on our wonderful programming and events.
- The maintenance crew kept the parks looking great even though we have had little rain the last few weeks. The maintenance crew also did a great job unloading our Bienenstock playground equipment which will be fully installed this year. One piece of equipment has been placed at Reba Park, (picture attached). Marcos and Felipe took down a broken slide at Brummel Park and replaced it with bars keeping it from becoming a safety hazard. (picture attached)
- AYSO started Sunday, September 10th with over 225 kids at Kamen West and East.
- QR codes have been placed on the back of our trucks taking patrons to our website. (picture attached)
- The Evanston Library has let us have a display showcasing our recommended reading material from our Commitment to Equity webpage.
- Maricar Fernandez started as our new full time Office Manager on Wednesday, September 6th.











Date: September 12, 2023  
To: Board of Commissioners  
From: Natalie Sallee  
Subject: Monthly Report

### **Summer Wrap-Up**

- **Camps.** We wrapped up Ridgeville's Art & Adventure Camps at the end of July and moved straight into Partner Mini Camps in August. **The Imaginary Game** ran three weeks of camps at Ridgeville Park, and **IncrediFlix** and **Play-Well TEKnologies** ran camps at Kamen East Park. All of these went very well and were well-attended. Let's Craft It and Mini Basketball Camp were cancelled due to low registration.
- **Sports.** Youth soccer and t-ball were extended into August due to weather cancellations in the regular schedule. Both programs were well-attended and ended with a pizza party.
- **YGT** (see attached report from Urban Agriculture Supervisor, Laura Downey).
- **Theater & Concerts.** We hosted 4 weekends of performances from **Laughing Stock Theatre** in June, a dance performance from **Dance in the Parks** featuring Evanston dance companies in July, and 7 concerts in July and August. The first concert was cancelled due to weather, and 2 other concerts had to be rescheduled. All performances were VERY well-attended, and our guest artists seemed pleased, as did our food vendors and local sponsors.
- **Misc. Events.** We participated in **PEP Fest** and the **Juneteenth Parade** in June. We partnered with **Purple Line Adventure Play** to bring free pop-up play to Elks Park in June and July. We hosted the **Fourth of July Association's** races at Kamen East Park, **Evanston Public Library** events at Brummel Park Elks Park, 2 of the City of Evanston's **Starlight Concerts** in July and will host 2 of their **Movies in the Park** in September. We attended the **Reba Place Block Party** in August and brought tables/chairs, kid's games, and staff to support. We also partnered with the Evanston Public Library to celebrate their 150<sup>th</sup> year by participating in their **Read-A-Thon** with Alexis Hex, of Knitting's a Drag, who children's books aloud at Ridgeville Park.

### **Studio 908 & Partner Programs**

The Fall I Session of classes has begun. All but 1 youth class and 2 adult classes will run this fall! Our partners are also doing pretty well with registration or have made some adjustments with their schedules to recruit late participation. I will continue to register patrons with a prorated fee.

### **Half-Day Workshops**

We are partnering with a group called SWHET Sports to offer various sports camps at Kamen East Park on the D65 School Improvement Days. I have also recently hired Victoria Livingston to offer Maker's Workshops at Ridgeville Park. Victoria will offer camps on the full days off, as well as the half-days.

### **Bike the Ridge**

Our annual event with the City of Evanston, Bike the Ridge, will be held on Sunday, October 1<sup>st</sup> from 9am-1pm. The School of Rock will perform from 10:30am-12:30pm. Mike Miro reports food/beverage vendors and local sponsors have confirmed and will join us at Ridgeville Park, as well.

### **Fall Frenzy**

Our Fall Frenzy event will be held at Ridgeville Park on October 19<sup>th</sup> from 4-6pm. We will have a live band, pumpkin painting, a candy scavenger hunt, and food/drinks from Firehouse Grill.

Date: September 7, 2023  
To: Board of Commissioners  
From: Laura Downey  
Subject: Youth Grow Team Report 2023

Youth Grow Team is a Ridgeville Park District garden program that brings together volunteers in the spring and fall and a paid teen group during the summer through a partnership with the Mayor's Summer Youth Employment Program and the City of Evanston. Teens work on job skills development while engaging in urban agriculture growing produce for donation at Elks Community Garden, a Ridgeville Park District garden. This year, Youth Grow Team also planted a tomato and pepper patch with younger Ridgeville campers at Kamen Field House. Donated produce is taken to Community Fridges and to Faith Temple Church's Saturday food pantry through a collaboration with Evanston Grows and Edible Evanston.

This year, the team is growing garlic, kale, spinach, lettuce, chard, Swiss chard, cabbage, carrots, nasturtium, pac Choi, sorrel, basil, thyme, parsley, mint, apple mint, sage, cilantro, purple basil, patty pan, green beans, red okra, mustard, onion, jalapeños, cucumbers, sweet peppers, sweet banana peppers, tomatoes, eggplant, beets, turnip, blueberries, raspberries, strawberries and more! They've learned about preserving food, pest management, organic fertilizing options as well as topics of interest including soil health and climate change. The team also grows and tends native plants that support a healthy and active pollinator population and bring beauty to our green spaces. We're proud of their work. Youth Grow Team completed their program on August 4 and the fall volunteer program picks up August 21. The Urban Agriculture Supervisor has been tending the garden with the support of volunteers. At least 2 (and often 3) coolers worth of produce are donated at least one time per week.

Spring volunteers supported an Earth Day activity as part of Ridgeville Park District's Earth Day Celebration resulting in a new pollinator garden at the tot lot between Ridgeville Community House and Kamen Field House. The plan for this pollinator garden (which was seeded with native plant seeds) is to develop a children's cutting garden that will be used in family garden programming. See photos of the beautiful flowers attached!

An exciting partnership with the City of Evanston has resulted in a new program called Garden Talks. Local experts are invited to offer free casual talks on a variety of agriculture, native plant and produce topics. The first talk was held on August 14 at the Ecology Center. The goal is to offer several Garden Talks per year.

This fall, at least one inauguration Family Garden Day will be held on a Saturday for families to experience the garden, taste fresh produce and engage in other garden related activities. The plan for 2024 season is to host Family Garden Days at least once per month during the growing season (May through October).

The first garden scavenger hunt was developed by Youth Grow Team member, Brisa Ramos, and

introduced during the concert on August 23. We plan to develop scavenger hunts for all seasons for several of the Ridgeville Parks.

We'd love to share more information about growing produce and native plants at Ridgeville and the related programs. Please ask us!



**NOTABLE ACTIVITY:**

The Treasurer met with the Executive Director to finalize the budget for the new fiscal year and submitted it to the District's attorney for drafting the Appropriations Ordinance.

**MONTHLY REPORTS / KEY INDICATORS:**

The Appropriations Ledger, showing expenditures through the end of August is distributed with this narrative. Also included is the report of Revenue and Appropriations. Both are of limited utility for measuring conformity with budget plans since no budget is yet in place for the current fiscal year. The reports show so far this fiscal year, roughly \$177,000 has been expended – mostly on salaries and wages and primarily for the Recreation Fund. Revenues, at about \$70,000, have lagged expenditures by around \$107,000. Cash and Investment reserves have been being used to fund the shortfall for District's operations.

Aside from these reports in the public packet, Commissioners should have also separately received a copy of the Treasurer's 213 page Financial Report Package. This is the Treasurer's final 'work product', so to speak for the year. The auditors use it as part of their process to produce the Annual Report (ACFR), required by law and in conformity with GASB standards. In the Package are the final fiscal year end copies of the familiar monthly reports, such as the Appropriations Ledger and Balance Sheet, as well as the journals and ledgers and various supplemental reports used to produce the monthly summaries.

The ACFR will address two financial areas not typically handled by the Treasurer's accounting process: Pension and Depreciation accounting. However, the Treasurer provides input to this. One input to the Depreciation accounting is the set of Fixed Asset / Inventory reports included in the Financial Package. At page 199 the non-land inventory begins. Following it is the land inventory. For non-land inventory, the Treasurer met with the Parks Director to review all expenditures over \$1,000 over the past year to identify those to be classified as capital improvements eligible for inclusion in the depreciation accounting. New additions this year are in bold face font at the beginning of each section of the report.

New this year in the financial package is the worksheet for Interest Income allocation by fund. A new process was created to address the auditor's critiques of the past two audits that all interest was being allocated solely to the General Fund instead of being distributed across all funds. The new process impacted the drafting of the Appropriations Ordinance for this upcoming year (see Exhibit A) and will also be included in the development of this year's Levy Ordinance.

**APPROPRIATIONS ORDINANCE COMMENTS / GUIDANCE:**

At this month's board meeting, Commissioners are urged to pass the Appropriations Ordinance. Upon passage, there are a couple of additional steps needing motions and approval.

First step:

The Ordinance envisions spending on some capital projects through the Capital Improvement Fund. Monies for these projects can typically come from various sources: grants, earmarked monies (such as insurance proceeds, bequests, etc.), unexpended funds from prior projects, or unappropriated surplus in other funds (which can arise either from unexpended, previously allocated funds or from revenues not otherwise allocated. This last source, unappropriated surplus, is the most common way projects are funded. To the extent these projects are planned to be funded this way, the board must approve a motion to authorize transferring monies to the Capital Improvement Fund. This is a permanent reservation of monies for Capital Improvements. If a project is cancelled or changes, any unexpended monies cannot be transferred back to general or other purposes.

PROPOSED MOTION: To direct and authorize the Treasurer to transfer \$40,000 of unappropriated surplus from the Recreation Fund to the Capital Projects Fund to be applied in the amount of \$5,000 to the purchase of the Kubata equipment and \$35,000 to the Performance Stage project.

Second step:

As background, the expenditure of monies is always a two part process. First, monies must be appropriated or allocated to a particular purpose – that is what the Appropriations Ordinance does. It is the approval to reserve or set aside funds for a given purpose. At this stage, there is no invoice or quote to approve. Second, at the time there is intention to implement the spending plan, there must be a vote to approve the actual expenditure, usually in response to an invoice, bill, or quote. This is what the approval of the monthly bills is typically about. Payroll is a bit different, since there is no invoice or bill – instead a time card or salary, and the Executive Director oversees the payroll process. The Ordinance envisions salary increases for employees. For those reporting to the Executive Director, their increases are implemented after their performance review. For the Treasurer, who reports directly to the Board, it customarily is implemented upon the passage of the annual budget. A motion is needed "to direct and authorize the Executive Director to implement the budgeted Treasurer's salary (\$10,300) in the payroll system."

**RIDGEVILLE PARK DISTRICT - APPROPRIATIONS LEDGER BY GROUPINGS**  
**as of 08/31/2023 for Fiscal Year Ending June 30, 2024**

<b>Acct Description</b>	<b>Ordinance</b>	<b>Actual YTD</b>	<b>Remaining</b>	<b>YTD %</b>
CA01 Part Time Wages	-	6,239.82	(6,239.82)	N.M.
CA03 Administrative Salaries	-	14,153.84	(14,153.84)	N.M.
CA08 Employee Health Insurance	-	11,292.00	(11,292.00)	N.M.
CA16 Employee Benefits - 403B Contributions	-	0.00	0.00	N.M.
<b>CAxx Salaries, Wages &amp; Benefits</b>	<b>-</b>	<b>31,685.66</b>	<b>(31,685.66)</b>	<b>N.M.</b>
CA09 Legal	-	552.50	(552.50)	N.M.
CA10 Audit	-	0.00	0.00	N.M.
CA21 Board Development Activities	-	135.00	(135.00)	N.M.
CA22 Payroll Processing	-	947.00	(947.00)	N.M.
<b>CAxx Services</b>	<b>-</b>	<b>1,634.50</b>	<b>(1,634.50)</b>	<b>N.M.</b>
<b>CA06 Administrative (Office, Furn./Equip)</b>	<b>-</b>	<b>1,926.85</b>	<b>(1,926.85)</b>	<b>N.M.</b>
CA05 Utilities	-	2,332.18	(2,332.18)	N.M.
CA13 Facilities Repairs & Maintenance	-	549.01	(549.01)	N.M.
CA51 Capital Improvements to Facilities	-	0.00	0.00	N.M.
CA53 Property Casualty Insurance	-	0.00	0.00	N.M.
<b>CAxx Facilities</b>	<b>-</b>	<b>2,881.19</b>	<b>(2,881.19)</b>	<b>N.M.</b>
CA96 General Unapproved Appropriations	-	0.00	0.00	N.M.
CA97 Petty Unapproved Appropriations	-	2,118.40	(2,118.40)	N.M.
CA98 Gen'l Unapproved Approp., for Write-Off	-	0.00	0.00	N.M.
CA99 Petty Unapproved Approp., for Write-Off	-	0.00	0.00	N.M.
<b>C239C General Fund Total</b>	<b>\$ -</b>	<b>\$40,246.60</b>	<b>(\$40,246.60)</b>	<b>N.M.</b>
RA38 Salary: Recreation Administration	-	9,692.32	(9,692.32)	N.M.
RA34 Wages: Programs	-	53,214.75	(53,214.75)	N.M.
RA37 Wages: Maintenance (FT)	-	20,010.12	(20,010.12)	N.M.
RA31 Wages: Part Time	-	4,252.50	(4,252.50)	N.M.
<b>RAxx Salaries &amp; Wages</b>	<b>-</b>	<b>87,169.69</b>	<b>(87,169.69)</b>	<b>N.M.</b>
<b>RAxx Programs (Supplies &amp; Transfers)</b>	<b>-</b>	<b>28,681.58</b>	<b>(28,681.58)</b>	<b>N.M.</b>
<b>RA55 Program Promotion</b>	<b>-</b>	<b>8,865.30</b>	<b>(8,865.30)</b>	<b>N.M.</b>
RA14 Park & Playground: Maint / Repairs	-	1,042.56	(1,042.56)	N.M.
RA17 Capital Outlays - Parks & Playgrounds	-	0.00	0.00	N.M.
<b>RAxx Parks &amp; Playgrounds</b>	<b>-</b>	<b>1,042.56</b>	<b>(1,042.56)</b>	<b>N.M.</b>
<b>RA12 Vehicles &amp; Equipment</b>	<b>-</b>	<b>1,995.05</b>	<b>(1,995.05)</b>	<b>N.M.</b>
<b>C239R Recreation Fund Total</b>	<b>\$ -</b>	<b>\$127,754.18</b>	<b>(\$127,754.18)</b>	<b>N.M.</b>
IA19 Illinois Municipal Retirement Fund	-	221.05	(\$221.05)	N.M.
<b>C239I IMRF Fund Total</b>	<b>\$ -</b>	<b>\$221.05</b>	<b>(\$221.05)</b>	<b>N.M.</b>
SA20 Social Security	-	8,228.61	(\$8,228.61)	N.M.
<b>C239S Social Security Fund Total</b>	<b>\$ -</b>	<b>\$8,228.61</b>	<b>(\$8,228.61)</b>	<b>N.M.</b>
LA07 Unemployment Insurance	-	668.04	(\$668.04)	N.M.
LA15 Worker's Compensation Insurance	-	0.00	0.00	N.M.
LA24 Liability Insurance	-	0.00	0.00	N.M.
<b>C239L Liability Insurance Fund Total</b>	<b>\$ -</b>	<b>\$668.04</b>	<b>(\$668.04)</b>	<b>N.M.</b>
C6191 Trees / Shrubs / Plantings	-	0.00	0.00	N.M.
C6221 Multi-Use Maint Vehicle	-	0.00	0.00	N.M.
C6231 Nature Based Play Area	-	0.00	0.00	N.M.
C6232 Ford F250 with Plow	-	0.00	0.00	N.M.
<b>C600 Capital Improvement Fund Total</b>	<b>\$ -</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>N.M.</b>
<b>APPROPRIATIONS TOTALS</b>	<b>\$ -</b>	<b>\$177,118.48</b>	<b>(\$177,118.48)</b>	<b>N.M.</b>
<b>Target:</b>				<b>13%</b>

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: 08/31/2023 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
<b>REVENUE:</b>															
	Ordinance Property Tax Receipts (This Yr)	0		0		0		0		0		0			
	3% Cook County Clerk Loss Factor	0		0		0		0		0		0			
C242	Property Tax Receipts (This Yr)	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00		
C243	Property Tax Receipts (Prior Yrs)		10,561.06		5,038.56		4,706.54		157.47		443.78		214.71		
C108	Replacement Tax Revenue	0	9,604.46	0	4,899.43	0	4,705.03								
	<b>Tax Receipts Sub-Total</b>	0	20,165.52	0	9,937.99	0	9,411.57	0	157.47	0	443.78	0	214.71		
C101	Miscellaneous Revenue	0	0.00			0	0.00							0	0.00
C104	Rental Revenue	0	775.00			0	775.00								
C105	Program Revenue	0	48,544.50			0	48,544.50								
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	0	0.00	0	0.00		0.00		0.00		0.00		0.00		
	<b>Total Revenue</b>	0	69,485.02	0	9,937.99	0	58,731.07	0	157.47	0	443.78	0	214.71	0	0.00
	Planned Use of Unexpended Funds	0		0		0		0		0		0		0	
	Exclude 3% Cook Cty Clerk Loss Factor	0		0		0		0		0		0			
	Total Planned Funding Sources (see note)	0		0		0		0		0		0		0	
<b>APPROPRIATIONS:</b>															
C239 & C600	<b>Total Appropriations</b>	0	177,118.48	0	40,246.60	0	127,754.18	0	221.05	0	8,228.61	0	668.04	0	0.00
<b>REVENUE Less APPROPRIATIONS</b>		0	(\$107,633.46)	0	(30,308.61)	0	(\$69,023.11)	0	(\$63.58)	0	(\$7,784.83)	0	(\$453.33)	0	\$0.00

NOTE: 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

**RIDGEVILLE PARK DISTRICT  
SUMMARY**

TENTATIVE BUDGET - FISCAL YEAR BEGINNING JULY 1, 2023 - ENDING JUNE 30, 2024

		<b>2022/2023</b>	<b>2023/2024</b>
		<b>Budget</b>	<b>Proposed</b>
<b>GENERAL CORPORATE FUND</b>			
CA1	Part Time Wages	\$ 38,850	\$ 15,000
CA3	Administrative Salaries	\$ 114,850	\$ 160,000
CA5	Utilities	\$ 33,000	\$ 32,000
CA6	Office Supplies & Equipment	\$ 12,000	\$ 18,000
CA8	Employee Health Insurance	\$ 73,600	\$ 80,000
CA9	Attorney Fees & Expenses	\$ 14,000	\$ 12,000
CA10	Auditing Expenses	\$ 9,700	\$ 10,000
CA13	Facilities Repairs & Maintenance	\$ 28,500	\$ 25,000
CA16	Employee Benefits - 403B	\$ 3,500	\$ -
CA21	Board Development Activities	\$ 24,000	\$ 36,500
CA22	Payroll Processing Expense	\$ 9,000	\$ 8,000
CA51	Capital Improvements To Facilities	\$ 17,500	\$ 18,000
CA53	Property Casualty Insurance	\$ 14,500	\$ 10,000
<b>TOTAL GENERAL FUND</b>		<b>\$ 393,000</b>	<b>\$ 424,500</b>
<hr/>			
		<b>2022/2023</b>	<b>2023/2024</b>
		<b>Budget</b>	<b>Proposed</b>
<b>RECREATION FUND</b>			
RA12	Vehicles & Equipment Expenses	\$ 20,500	\$ 44,000
RA14	Playground & Parks Repairs & Maint.	\$ 28,000	\$ 32,000
RA17	Capital Outlays - Playground & Parks	\$ 32,000	\$ 20,000
RA23	Program Supplies	\$ 23,500	\$ 21,000
RA24	Partner Programs	\$ 115,000	\$ 105,000
RA31	Part-Time Wages	\$ 31,500	\$ 35,500
RA34	Program Wages	\$ 131,500	\$ 143,000
RA37	Maintenance Wages	\$ 113,000	\$ 120,000
RA38	Recreation Administration Salary	\$ 47,300	\$ 63,500
RA49	Intergovernmental Transfer - After School Program	\$ 12,000	\$ -
RA55	Program Promotion Expenses	\$ 22,000	\$ 25,000
<b>TOTAL RECREATION FUND</b>		<b>\$ 576,300</b>	<b>\$ 609,000</b>
<hr/>			
		<b>2022/2023</b>	<b>2023/2024</b>
		<b>Budget</b>	<b>Proposed</b>
<b>LIABILITY INSURANCE FUND</b>			
LA07	Unemployment Insurance	\$ 2,000	\$ 3,000
LA15	Worker's Compensation Insurance	\$ 8,500	\$ 10,000
LA24	Liability Insurance	\$ 11,500	\$ 12,000
<b>TOTAL LIABILITY INSURANCE FUND</b>		<b>\$ 22,000</b>	<b>\$ 25,000</b>
<hr/>			
		<b>2022/2023</b>	<b>2023/2024</b>
		<b>Budget</b>	<b>Proposed</b>
<b>CAPITAL IMPROVEMENT PROJECTS FUND</b>			
C600	Capital Projects Spending	\$ 95,000	\$ 52,800
<b>TOTAL CAPITAL PROJECTS FUND</b>		<b>\$ 95,000</b>	<b>\$ 52,800</b>

**RIDGEVILLE PARK DISTRICT  
General Fund Line Items**

TENTATIVE BUDGET - FISCAL YEAR BEGINNING JULY 1, 2023 - ENDING JUNE 30, 2024

<b>CA1</b>	<b>LINE ITEM</b>	<b>PART TIME WAGES</b>		
	Corporate Secretary		\$ 2,000	
	Corporate Treasurer		\$ 10,300	
	Office: Miscellaneous	Board Meeting Minute Taker	\$ 2,500	
	Misc	(round up to nearest \$500)	\$ 200	
<b>CA1</b>	<b>TOTAL</b>	<b>PART TIME WAGES</b>		<b>\$ 15,000</b>
<b>CA3</b>	<b>LINE ITEM</b>	<b>ADMINISTRATIVE SALARIES</b>		
	Director of Parks & Recreation	Current \$92,000 + 6%	\$ 97,520	
	Office Manager	Salary \$62,300	\$ 62,300	
	Misc	(round up to nearest \$500)	\$ 180	
<b>CA3</b>	<b>TOTAL</b>	<b>ADMINISTRATIVE SALARIES</b>		<b>\$ 160,000</b>
<b>CA5</b>	<b>LINE ITEM</b>	<b>UTILITIES</b>		
	Telephone			
	Internet			
	Water			
	Electricity			
	Heating Gas			
<b>CA5</b>	<b>TOTAL</b>	<b>UTILITIES</b>	\$ 32,000	<b>\$ 32,000</b>
<b>CA6</b>	<b>LINE ITEM</b>	<b>OFFICE SUPPLIES &amp; EQUIPMENT</b>		
	Legal Notices, Ads, Listings		\$ 1,000	
	Letterhead, Forms, Time Cards		\$ 1,750	
	Paper, Pads, Envelopes		\$ 1,750	
	Computer Needs	PC's for comm asst, pgm director ... & camera	\$ 5,500	
	Credit Card Processing Fees		\$ 6,000	
	Postage		\$ 1,000	
	Other	staff clothing	\$ 1,000	
	Miscellaneous	(Rounding adjustment)	\$ -	
<b>CA6</b>	<b>TOTAL</b>	<b>OFFICE SUPPLIES &amp; EQUIPMENT</b>		<b>\$ 18,000</b>
<b>CA8</b>	<b>LINE ITEM</b>	<b>EMPLOYEE HEALTH INSURANCE</b>		
	Director of Parks & Recreation	\$1,319	\$ 15,828	
	Program Director	\$1,319	\$ 15,828	
	Office Manager	\$1,319	\$ 15,828	
	Maintenance Foreman	\$1,319	\$ 15,828	
	Maintenance Crew	\$1,319	\$ 15,828	
	Miscellaneous	(Rounding Adjustment)	\$ 860	
<b>CA8</b>	<b>TOTAL</b>	<b>EMPLOYEE HEALTH INSURANCE</b>		<b>\$ 80,000</b>
<b>CA9</b>	<b>LINE ITEM</b>	<b>ATTORNEY FEES &amp; EXPENSES</b>		
	Attorney Fees		\$ 12,000	
<b>CA9</b>	<b>TOTAL</b>	<b>ATTORNEY FEES &amp; EXPENSES</b>		<b>\$ 12,000</b>
<b>CA10</b>	<b>LINE ITEM</b>	<b>AUDITING EXPENSES</b>		
	Annual Audit by Sikich		\$ 10,000	
<b>CA10</b>	<b>TOTAL</b>	<b>AUDITING EXPENSES</b>		<b>\$ 10,000</b>



**RIDGEVILLE PARK DISTRICT  
General Fund Line Items**

TENTATIVE BUDGET - FISCAL YEAR BEGINNING JULY 1, 2023 - ENDING JUNE 30, 2024

<b>CA13</b>	<b>LINE ITEM</b>	<b>FACILITIES REPAIRS &amp; MAINTENANCE</b>		
	Community House / Garage / Art Studio		\$	7,000
	Door Repair		\$	1,000
	Locks / Plumbing Maintenance		\$	1,000
	Furnace Maintenance		\$	1,500
	Air Conditioner		\$	1,000
	Tools		\$	500
	Carpet Cleaning		\$	500
	Repairs, Trim, Paint		\$	1,500
	Studio Floor Maintenance		\$	1,000
	Lights		\$	1,000
	Kamen Field House	Gutters	\$	2,000
	Garage Maintenance	(1111 S Blvd) Shelves, Storage	\$	2,000
	Concrete / Asphalt	Repair / Concrete needs	\$	1,500
	Website	Maintenance / Update / Upkeep	\$	2,000
	Miscellaneous	\$1000 misc + (rounding factor)	\$	1,500
<b>CA13</b>	<b>TOTAL</b>	<b>FACILITIES REPAIRS &amp; MAINTENANCE</b>		<b>\$ 25,000</b>
<b>CA16</b>	<b>LINE ITEM</b>	<b>EMPLOYEE BENEFITS - 403B</b>		
	Director of Parks & Recreation	Contribution - \$250/mo	\$	-
<b>CA16</b>	<b>TOTAL</b>	<b>EMPLOYEE BENEFITS - 403B</b>		<b>\$ -</b>
<b>CA21</b>	<b>LINE ITEM</b>	<b>BOARD DEVELOPMENT ACTIVITIES</b>		
	IAPD Membership	and IPRA Development	\$	2,000
	REDI Minute Taker		\$	1,500
	Equity/ Outreach		\$	10,000
	Strategic Planning		\$	18,000
	Board / Staff	Development / Conferences	\$	5,000
<b>CA21</b>	<b>TOTAL</b>	<b>BOARD DEVELOPMENT ACTIVITIES</b>		<b>\$ 36,500</b>
<b>CA22</b>	<b>LINE ITEM</b>	<b>PAYROLL PROCESSING EXPENSE</b>		
	ADP Processing		\$	8,000
<b>CA22</b>	<b>TOTAL</b>	<b>PAYROLL PROCESSING EXPENSE</b>		<b>\$ 8,000</b>
<b>CA51</b>	<b>LINE ITEM</b>	<b>CAPITAL IMPROVEMENTS TO FACILITIES</b>		
	908 Seward	Replace side door	\$	2,000
	Website Upgrades		\$	5,000
	908 Seward	Exit doors / Handicapped Entrance	\$	10,000
	Misc.		\$	1,000
<b>CA51</b>	<b>TOTAL</b>	<b>CAPITAL IMPROVEMENTS TO FACILITIES</b>		<b>\$ 18,000</b>
<b>CA53</b>	<b>LINE ITEM</b>	<b>PROPERTY CASUALTY INSURANCE</b>		
	Property / Casualty		\$	10,000
<b>CA53</b>	<b>TOTAL</b>	<b>PROPERTY CASUALTY INSURANCE</b>		<b>\$ 10,000</b>
<b>GENERAL FUND GRAND TOTAL:</b>			<b>\$</b>	<b>424,500</b>

**RIDGEVILLE PARK DISTRICT  
Recreation Fund Line Items**

TENTATIVE BUDGET - FISCAL YEAR BEGINNING JULY 1, 2023 - ENDING JUNE 30, 2024

<b>RA12</b>	<b>LINE ITEM</b>	<b>VEHICLES &amp; EQUIPMENT EXPENSES</b>	
	Maintenance		\$ 2,000
	Dump Truck/Pick Up Truck	Plow for F250 + \$1000 safety lights	\$ 10,000
	Kubata Multi Use Vehicle Maint		\$ 500
	2 Riding Mowers		\$ 1,500
	Attachments / Lubrication		\$ 1,000
	Kubata Brush & Plow		\$ 4,000
	Oil, Diesel, Lubricants, Parts		\$ 1,000
	Aerator		\$ 15,000
	Fuel		\$ 9,000
<b>RA12</b>	<b>TOTAL</b>	<b>VEHICLES &amp; EQUIPMENT EXPENSES</b>	<b>\$ 44,000</b>
<b>RA14</b>	<b>LINE ITEM</b>	<b>PLAYGROUND &amp; PARKS REPAIRS &amp; MAINT.</b>	
	General park repairs		\$ 5,000
	Turf Maintenance, Woodchips		\$ 10,000
	Garden Plots & G2T		\$ 5,000
	Baseball Dirt/ Salt		\$ 1,500
	Water Fountains	Repairs	\$ 1,500
	Garden Plots rehab		\$ 5,000
	Play Equipment Parts / Sand		\$ 1,000
	Trash Removal		\$ 2,000
	Maint Crew Repair Seminars		\$ 1,000
<b>RA14</b>	<b>TOTAL</b>	<b>PLAYGROUND &amp; PARKS REPAIRS &amp; MAINT.</b>	<b>\$ 32,000</b>
<b>RA17</b>	<b>LINE ITEM</b>	<b>CAPITAL OUTLAYS - PLAYGROUND &amp; PARKS</b>	
	Brummel Park	Drinking Fountain install	\$ 5,000
	Brummel Park	Play Circuit Parts (1500)/Wood replace (4500)	\$ 6,000
	Elks Park	Fence Repairs	\$ 1,500
	Kamen Park East	Parts	\$ 1,000
	Kay Lee Tot Lot	Fence Repairs / parts	\$ 1,000
	Leider Park	Playground Equipment	\$ 1,500
	Various	Park Benches / slabs	\$ 2,500
	Ridgeville Park	Play Circuit Parts	\$ 1,500
<b>RA17</b>	<b>TOTAL</b>	<b>CAPITAL OUTLAYS - PLAYGROUND &amp; PARKS</b>	<b>\$ 20,000</b>
<b>RA23</b>	<b>LINE ITEM</b>	<b>PROGRAM SUPPLIES</b>	
	Studio 908	Yoga equipment, props, instruments, etc	\$ 2,000
	Sports Program	Nets / Balls / etc	\$ 2,000
	Camps	Snacks, T-Shirts and Crafts, etc.	\$ 6,500
	Special Events	Fall Frenzy, Earth Day, Block Party, Juneteenth, Concerts, Shakespear, Bike the Ridge, Elks	\$ 8,000
	Youth in the Parks	Playground equipment	\$ 2,500
<b>RA23</b>	<b>TOTAL</b>	<b>PROGRAM SUPPLIES</b>	<b>\$ 21,000</b>
<b>RA24</b>	<b>LINE ITEM</b>	<b>PARTNER PROGRAMS</b>	
	Partner Programs		\$ 105,000

**RIDGEVILLE PARK DISTRICT  
Recreation Fund Line Items**

TENTATIVE BUDGET - FISCAL YEAR BEGINNING JULY 1, 2023 - ENDING JUNE 30, 2024

<b>RA24</b>	<b>TOTAL</b>	<b>PARTNER PROGRAMS</b>	<b>\$ 105,000</b>
<b>RA31</b>	<b>LINE ITEM</b>	<b>PART-TIME WAGES</b>	
	Communications Assistant	20 hrs/wk @ \$23.65/hr	\$ 24,600
	Special Events	Summer, Ice-Rink, etc	\$ 1,500
	Facility Maintenance	Cleaning Service	\$ 9,000
	Misc.	(Rounding to nearest \$500)	\$ 400
<b>RA31</b>	<b>TOTAL</b>	<b>PART-TIME WAGES</b>	<b>\$ 35,500</b>
<b>RA34</b>	<b>LINE ITEM</b>	<b>PROGRAM WAGES</b>	
	Studio 908	Instructors	\$ 41,000
	Summer Camps	Directors & Staff	\$ 23,000
	Seasonal Camps	Directors & Staff	\$ 8,000
	Gardens	Urban Agriculture Supervisor, Garden2Table	\$ 20,500
	Sports	T-Ball, Soccer	\$ 3,000
	Youth in the Parks	Directors & Staff	\$ 36,000
	Wage increase for above groups	9%	\$ 11,500
<b>RA34</b>	<b>TOTAL</b>	<b>PROGRAM WAGES</b>	<b>\$ 143,000</b>
<b>RA37</b>	<b>LINE ITEM</b>	<b>MAINTENANCE WAGES</b>	
	Foreman	2080 hrs @ \$24.65/hr + 10% (\$27.12)	\$ 56,410
	Staff	2080 hrs @ \$23.32/hr + 6%	\$ 48,500
	Overtime	foreman; staff	\$ 14,200
	Miscellaneous	(rounding adjustment)	\$ 890
<b>RA37</b>	<b>TOTAL</b>	<b>MAINTENANCE WAGES</b>	<b>\$ 120,000</b>
<b>RA38</b>	<b>LINE ITEM</b>	<b>RECREATION ADMINISTRATION SALARY</b>	
	Program Director	2080 hrs @\$62500 + 6% raise (april)	\$ 63,500
<b>RA38</b>	<b>TOTAL</b>	<b>RECREATION ADMINISTRATION SALARY</b>	<b>\$ 63,500</b>
<b>RA49</b>	<b>LINE ITEM</b>	<b>INTERGOVERNMENTAL TRANSFER - AFTER SCHOOL PROGRAM</b>	
	To City of Evanston		\$ -
<b>RA49</b>	<b>TOTAL</b>	<b>INTERGOVERNMENTAL TRANSFER - AFTER SCHOOL PROGRAM</b>	<b>\$ -</b>
<b>RA55</b>	<b>LINE ITEM</b>	<b>PROGRAM PROMOTION EXPENSES</b>	
	Brochures	2 - Fall, Spring/Summer (and Spanish)	\$ 16,000
	Brochure Distribution		\$ 3,500
	Online Marketing	2 Ads per month \$50 x 12	\$ 2,000
	Flyers / Banners	Special Events	\$ 1,000
	Advertising	For Programs, Misc. Recreation related	\$ 2,500
	Miscellaneous	(Rounding Adjustment)	\$ -
<b>RA55</b>	<b>TOTAL</b>	<b>PROGRAM PROMOTION EXPENSES</b>	<b>\$ 25,000</b>
<b>RA58</b>	<b>LINE ITEM</b>	<b>GRANT FUNDED CAPITAL PROJECTS</b>	
	ECF	per Grant	\$ -
<b>RA58</b>	<b>TOTAL</b>	<b>GRANT FUNDED CAPITAL PROJECTS</b>	<b>\$ -</b>
<b>RECREATION FUND GRAND TOTAL:</b>			<b>\$ 609,000</b>

**RIDGEVILLE PARK DISTRICT**  
**Capital Projects Fund Line Items**

TENTATIVE BUDGET - FISCAL YEAR BEGINNING JULY 1, 2023 - ENDING JUNE 30, 2024

<b>C600</b>	<b>LINE ITEM</b>	<b>Capital Projects Spending</b>	
	Trees, Bushes, Shrubs	Vanden Avenue bequest	\$ 10,000
	Basketball Court repair	vandalism / insurance settlement	\$ 12,800
	Kubata		\$ 30,000
	Performance Stage w/Roof	Ridgeville Park	\$ 35,000
 <b>C600</b>	 <b>TOTAL</b>	 <b>Capital Project Spending</b>	 <b>\$ 87,800</b>
	 <b>CAPITAL PROJECTS FUND GRAND TOTAL:</b>	 <b>\$</b>	 <b>87,800</b>

## RIDGEVILLE PARK DISTRICT

### EXHIBIT A

TENTATIVE BUDGET - FISCAL YEAR BEGINNING JULY 1, 2023 - ENDING JUNE 30, 2024

	General Corporate Fund	Recreational Program Fund	Illinois Municipal Retirement Fund	Social Security Fund	Liability Insurance Fund	Capital Improvement Fund	Total All Funds
Program Revenue	\$ -	\$ 220,000.00					\$ 220,000.00
Community Development Block Grant	\$ -	\$ -					\$ -
Grants	\$ -	\$ -					\$ -
Interest	\$ 4,000.00	\$ 2,000.00	\$ 100.00	\$ 100.00	\$ 100.00		\$ 6,300.00
Rentals		\$ 7,500.00					\$ 7,500.00
Non-Tax Revenues	\$ 4,000.00	\$ 229,500.00	\$ 100.00	\$ 100.00	\$ 100.00		\$ 233,800.00
Personal Property Replacement Tax Revenue	\$ 20,000.00	\$ 17,000.00					\$ 37,000.00
Unexpended Funds on Hand to be Applied to Appropriations	\$ 22,500.00	\$ 13,500.00	\$ 7,900.00	\$ 7,900.00	\$ 9,900.00	\$ 87,800.00	\$ 149,500.00
Funds from Sources other than Levy	\$ 46,500.00	\$ 260,000.00	\$ 8,000.00	\$ 8,000.00	\$10,000.00	\$ 87,800.00	\$ 420,300.00
Appropriation	\$424,500.00	\$ 609,000.00	\$ 8,000.00	\$43,500.00	\$25,000.00	\$ 87,800.00	\$1,197,800.00
Funds from Sources other than Levy	\$ 46,500.00	\$ 260,000.00	\$ 8,000.00	8000	\$10,000.00	\$ 87,800.00	\$ 420,300.00
Tax Levy	\$378,000.00	\$ 349,000.00	\$ -	35500	\$15,000.00	\$ -	\$ 777,500.00

Summary of Estimate:

Total Property Tax Levy (All Funds)	\$ 777,500.00
Personal Property Replacment Tax (All Funds)	\$ 37,000.00
Unexpended Funds on Hand	\$ 149,500.00
Other Non-Tax Revenue (All Funds)	\$ 233,800.00
Total Revenue (All Funds)	\$1,197,800.00
Total Appropriation (All Funds)	\$1,197,800.00

Note:

\$87,800 for capital projects includes a \$40,000 transfer from Recreation Fund; \$5000 for the Kubata project and \$35,000 for the Stage Project. This means \$13,500 plus \$40,000 is coming from unexpended funds on hand out of the Recreation Fund, for a total of \$53,500.

**AN ORDINANCE**

**Adopting the Annual Budget for, and Making an Appropriation to Defray all Necessary Expenses and Liabilities of, the Ridgeville Park District and the Board of Commissioners of the Ridgeville Park District, in the City of Evanston, Cook County, State of Illinois, for the Fiscal Year Beginning July 1, 2023 and ending June 30, 2024.**

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE RIDGEVILLE PARK DISTRICT, COUNTY OF COOK, AND STATE OF ILLINOIS:

Section 1: That the following sums of money, or so much thereof as may be authorized by law, be and the same are hereby appropriated to pay all necessary expenses and liabilities of the Ridgeville Park District, Cook County, Illinois, for the fiscal year beginning July 1, 2023 and ending June 30, 2024. Such appropriations are hereby made for the objects and purposes set forth below.

Section 2: That there be and is hereby appropriated from the District's General Corporate Fund the following amounts for general corporate purposes:

	Amount Appropriated for 2022 – 2023	Amount Appropriated for 2023 – 2024
Part Time Wages	\$ 38,850	\$ 15,000
Administrative Salaries	114,850	160,000
Utilities	33,000	32,000
Office Supplies & Equipment	12,000	18,000
Employee Health Insurance	73,600	80,000
Attorney Fees & Expenses	14,000	12,000
Auditing Expense	9,700	10,000
Facilities Repairs & Maintenance	28,500	25,000
403B Employee Benefit Contributions	3,500	-
Board Development Activities and Memberships	24,000	36,500
Payroll Processing Expense	9,000	8,000
Capital Improvements to Facilities	17,500	18,000
Property Casualty Insurance	14,500	10,000
<b>Total General Corporate Fund Appropriation</b>	<b>\$ 393,000</b>	<b>\$ 424,500</b>

Section 3: That there be and is hereby appropriated from the District’s Recreational Program Fund the following amounts for the purpose of planning, establishing, and maintaining recreational programs:

	Amount Appropriated for 2021 – 2022	Amount Appropriated for 2022 – 2023
Vehicle & Equipment Expenses	\$ 20,500	\$ 44,000
Playground Park Maintenance & Repairs	28,000	32,000
Capital Outlays - Playground & Parks	32,000	20,000
Program Supplies	23,500	21,000
Partner Camps	115,000	105,000
Part-Time Wages	31,500	35,500
Program Wages	131,500	143,000
Maintenance Wages	113,000	120,000
Recreation Administration Salary	47,300	63,500
Intergovernmental Transfer: After School Program	12,000	-
Program Promotion Expense	22,000	25,000
<b>Total Recreational Fund Appropriation</b>	<b>\$ 576,300</b>	<b>\$ 609,000</b>

Section 4: That there be and is hereby appropriated from the District's Illinois Municipal Retirement Fund the following amount for the purpose of funding employee retirement benefits:

	Amount Appropriated for 2022 – 2023	Amount Appropriated for 2023 – 2024
IMRF Contribution	\$16,000	\$8,000
<b>IMRF Appropriation</b>	<b>\$16,000</b>	<b>\$8,000</b>

Section 5: That there be and is hereby appropriated from the District's Social Security Fund for the purpose of paying Social Security contributions:

	Amount Appropriated for 2022 – 2023	Amount Appropriated for 2023 – 2024
Social Security Contributions	\$34,000	\$43,500
<b>Social Security Appropriation</b>	<b>\$34,000</b>	<b>\$43,500</b>

Section 6: That there be and is hereby appropriated from the District's Liability Insurance Fund the following amounts for the purpose of paying costs of liability insurance, tort judgments, unemployment compensation and insurance therefor, and workers' compensation and insurance therefor:

	Amount Appropriated for 2022 – 2023	Amount Appropriated for 2023 – 2024
Unemployment Insurance	\$ 2,000	\$ 3,000
Workers' Compensation Insurance	8,500	10,000
Liability Insurance	11,500	12,000
Liability Insurance Fund Appropriation	\$22,000	\$25,000

Section 7: That there be and is hereby appropriated from the District's Capital Improvement Fund the following amounts for the purpose of paying costs of certain capital improvements:

	Amount Appropriated for 2022– 2023	Amount Appropriated for 2023– 2024
Trees / Shrubs / Plantings Project	\$15,000	\$10,000
Multi-Use Maintenance Vehicle Project	25,000	30,000
Nature Based Play Area	15,000	-
Ford F250 Truck with Plow	40,000	-
Basketball Court Repair		12,800
Performance Stage with Roof	-	35,000
Capital Improvement Fund Appropriation	\$95,000	\$87,800

Section 8: That receipts and revenues of Ridgeville Park District derived from sources other than taxation and not specifically appropriated, and all unexpended balances of any item or items of appropriation made in this Ordinance, be expended in making up any insufficiency in any item or items of appropriation.

Section 9: That the appropriations herein made for any purpose shall be regarded only as maximum amounts to be expended under the respective appropriation accounts and shall not be construed as a commitment, agreement, obligation or liability of Ridgeville Park District, each such appropriation being subject to further approval



as to the expenditure of any portion thereof by the Board of Commissioners of Ridgeville Park District.

Section 10: That the revenues which the District estimates it will receive from all sources during its 2023-2024 Fiscal Year are as set forth in Exhibit A hereto.

Section 11: That if any court of competent jurisdiction should find any portion, item, provision or section of this Ordinance to be invalid, such findings shall not affect the remaining portions, items, provisions or sections of this Ordinance.

Section 12: That this Ordinance shall be in full force and effect from and after its passage and approval according to law.

[End of Page]

Adopted by the Board of Commissioners of Ridgeville Park District, Cook County, Illinois  
on the \_\_th day of September, 2023.

Ayes:

Nays:

Absent and not voting:

Approved on the \_\_th day of September, 2023.

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Matthew Mitchell, President

Attest:

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Natalie Sallee, Secretary

**EXHIBIT A**

	<b>General Corporate Fund</b>	<b>Recreational Program Fund</b>	<b>Illinois Municipal Retirement Fund</b>	<b>Social Security Fund</b>	<b>Liability Insurance Fund</b>	<b>Capital Improvement Fund</b>	<b>Totals All Funds</b>
Program Revenue	\$0	\$220,000					\$220,000
Grants - Other	0	0					0
Grants - State of Illinois		0					0
Grants - CDBG	0	0				0	0
Interest	4,000	2,000	100	100	100		6,300
Rentals	0	7,500					7,500
Non-Tax Revenue	4,000	229,500	100	100	100	0	233,800
Personal Property Replacement Tax Revenue	20,000	17,000					37,000
Unexpended Funds on Hand to be Applied to Appropriations	22,500	13,500	7,900	7,900	9,900	\$87,800	149,500
Funds from Sources other than Levy	\$46,500	\$260,000	\$8,000	\$8,000	\$10,000	\$87,800	\$420,300
Appropriations	\$424,500	\$609,000	\$8,000	\$43,500	\$25,000	\$87,800	\$1,197,800
Funds from Sources other than Levy	(46,500)	(260,000)	(8,000)	(8,000)	(10,000)	(87,800)	(420,300)
Tax Levy	\$378,000	\$349,000	\$0	\$35,500	\$15,000	\$0	\$777,500

Summary of Estimate:

Total Property Tax Levy (All Funds)	\$777,500
Personal Property Replacement Tax (All Funds)	37,000
Unexpended Funds on Hand	149,500
Other Non-Tax Revenue (All Funds)	233,800
Total Revenue (All Funds)	<u>\$1,197,800</u>
Total Appropriations (All Funds)	<u>\$1,197,800</u>

I, Natalie Sallee, Secretary of the Board of Park Commissioners of the Ridgeville Park District in the County of Cook and State of Illinois, do hereby certify that I am Secretary of the Board of Park Commissioners, and as such, keeper of the records, ordinances, files and seal of said Board. I hereby further certify that the foregoing instrument is a true and correct copy of a certain ordinance entitled "AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR, AND MAKING AN APPROPRIATION TO DEFRAY ALL NECESSARY EXPENSES AND LIABILITIES OF, THE RIDGEVILLE PARK DISTRICT AND THE BOARD OF COMMISSIONERS OF THE RIDGEVILLE PARK DISTRICT, IN THE CITY OF EVANSTON, COOK COUNTY, STATE OF ILLINOIS, FOR THE FISCAL YEAR BEGINNING JULY 1, 2023 AND ENDING JUNE 30, 2024," which was passed and approved September \_\_, 2023 of which appears from the files, records and papers of said Ridgeville Park District, this \_\_\_\_\_ day of September, 2023.

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Natalie Sallee