

Monthly Meeting Agenda

The monthly meeting of the Ridgeville Park District Board of Commissioners will take place on Thursday, February 8, 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. Call Meeting to Order 7:00pm
- II. Roll Call
- III. Citizen Comments
- I. Approval of Minutes
 - a. January 11, 2023
- II. Approval of Bills
- III. Approval of Petty Cash Expenditures
- IV. Monthly Reports
 - a. Executive Director (Rodas)
 - i. Program Director (Sallee)
 - b. Treasurer (Gibbs)
 - c. REDI Report (Rodas)
- V. Old Business
 - a. (FOR ACTION) Discuss/Approve Social Media Policy (Rodas)
- VI. New Business
 - a. Discuss ice rink at Kamen Park East (Anton)
- VII. Call of the Commissioners
- VIII. Citizen Comments
- IX. Adjournment

DRAFT

The monthly meeting of the Ridgeville Park District Board of Commissioners took place on Thursday, January 11, 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: Diana Anton, Amanda DePalma, Shawn Jones, Matthew Mitchell (President)

Commissioners Absent: Michael (Mick) Morel (Vice President)

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 7:03 pm. Mitchell noted that Amanda DePalma would be late. Natalie Sallee and Mick Morel would be absent.

Roll Call

Diana Anton: present

Amanda DePalma: absent at beginning of meeting

Shawn Jones: present

Matthew Mitchell: present

Mick Morel: absent

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 December 14, 2023 Board meeting. Diana Anton 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 January 11, 2024" and "Ridgeville Park District- General Account Bills Detailed Report January 11, 2024." Marlon Rodas noted, among other items: *City of Evanston Utilities Dept*, a check which needs a signature for a deposit for ice rink water fill; *Stratus* for cleaning (we are currently interviewing new cleaning services); *Rodas* for staff holiday lunch; and *Sallee* reimbursement for state conference. Rodas noted that Abi Leveille stepped up to complete bills and process payroll during a staff turnover in the Office Manager position. Likewise, all RPD staff stepped up to do a great job, especially during the holidays.

Motion #2: Shawn Jones moved to approve payment of January 2024 bills in the amount of \$23,065.12. Matthew Mitchell 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 January 11, 2024" and "Ridgeville Park District Petty Cash Details January 11, 2024." Marlon Rodas noted, among other items: conference expenses, *Sam's Club* for winter camp snacks, and the *Wine Goddess* for the Winter Solstice event.

Motion #3: Shawn Jones moved to approve payment of January 2024 petty cash expenditures in the amount of \$1,102.95. Diana Anton 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 expressed that RPD is glad for the cold weather coming up next week in order to finally install the ice rink at Kamen Park. Our social media policy is being worked on with our equity consultant. Thanks to Gerry Gibbs, we filed the required Cook County paperwork. A new bathroom door was installed at the Community House and a new main door of the Community House will be installed next week.

Monthly Report offered by Natalie Sallee, Program Director:

[The monthly report was included in the board packet.]

Monthly Report offered by Gerry Gibbs, Treasurer:

Gerry Gibbs shared that he was not able to process the financials due to the turnover in staffing and for other reasons. There was an outstanding \$5k healthcare bill that didn't get paid last month, which was discovered today by Abi Leveille and the situation was remedied. Leveille will be able to continue in the Office Manager position until a new person is hired for the job.

Monthly REDI Report offered by Marlon Rodas, Executive Director:

Aisha Robinson and Marlon Rodas met to discuss the survey ideas outlined at last month's meeting. One survey will be about community engagement and if RPD is in need/want of a new REDI committee. The second survey will be about DEI (Diversity, Equity, and Inclusion). They will be looking at the 2020 survey to see where we will go in that regard this year. The 2020 results were eye-opening and can be shared in a future meeting. They are also looking at RPD's social media policy and comparing it to other park districts and DEI websites. Policy is attached to the board packet and will undergo some edits this coming month. A more finalized version will be presented at the February meeting.

Old Business:

There was no Old Business to discuss at this time.

New Business:

- **Motion to Appoint Natalie Sallee as Corporate Secretary (Rodas)**

Motion #4: Matthew Mitchell moved to appoint Natalie Sallee as the Corporate Secretary for the Ridgeville Park District Board of Commissioners. Amanda DePalma seconded the motion. All were in favor. The motion passed unanimously.

- **Discuss Little Beans Space (Rodas)**

Rodas shared with Commissioners that the vacated “Little Beans” space located on the SW corner of Oakton and Asbury has a gym, office space, recreation space, and is quite large (perhaps between 40k and 50k square feet). Rodas and Sallee toured the space twice and feel that it would be a great game changer for the park district but would also be a challenge to undertake. Little Beans did not renew their lease due to problems with the roof. The property owner is asking \$2.6 million. Rodas has recent experience purchasing land with the Grayslake Park District, purchased with a debt credit spread over 10 years. Gerry Gibbs researched sales prices of other comparable real estate in Evanston, and the \$2.6M seems to be a reasonable middle ground; however, considering the roof and other structural issues, he guesses that the price could be negotiated lower. If we do want to consider financing such a project, we would need additional revenue per year. A lease-with-purchase approach was discussed. Shawn Jones expressed that the venture feels like “putting the cart before the horse;” we should assess our programming needs first before purchasing a building. The City of Evanston and a private developer are also interested in the building.

[Amanda DePalma joined the meeting.]

It was noted that this is a once in a generation opportunity in our district, to purchase a building that is already set up as a rec center. If purchased, we would have the capability of increasing our staff, programs, etc. Rodas envisions using the building for camps, gymnastics. There has been a history of wanting a rec center for RPD. Rodas expressed that he thinks it is a great opportunity and would be willing to work hard to make it happen. Amanda DePalma also expressed that she likes the idea and would want to pursue it. Jones expressed that it will be important to see what the staffing and maintenance costs would be for the new building. A portion could be funded by philanthropists. Alternatively, would it make more sense to build a new rec center on the grounds of our current Community House? Rodas agreed to do a cost analysis of both purchasing the Little Beans property and building a new construction rec center on the site of the current Community House. Rodas will also research financing options. The board agreed NOT to consider a referendum at this time.

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

Board members can review the current policy in the board packet. A more finalized version will be presented at next month’s meeting after making some edits with Aisha Robinson, equity consultant.

Call of the Commissioners:

- Anton: passed
- DePalma: passed
- Jones: passed
- Mitchell: passed

- Morel: absent

Citizen Comment Part 2:

There were no comments at this time.

Executive Session:

Motion #5: Matthew Mitchell moved to recess into Executive Session for the purpose of discussing personnel and employee reviews. Amanda DePalma seconded the motion. All were in favor. The motion passed unanimously. The meeting was recessed into Executive Session at 7:50 pm.

[The board returned from Executive Session at 8:05 pm.]

Motion #6: Matthew Mitchell moved to increase Marcos Cruz's wages by 10%, retroactive to November 27, 2023. Amanda DePalma seconded the motion. All were in favor. The motion passed unanimously.

Adjournment:

Motion #7: Matthew Mitchell moved to adjourn the meeting. Shawn Jones seconded the motion. All were in favor. The meeting was adjourned at 8:09 pm.

Respectfully submitted,
Julie Larson, Minute Taker

02/08/24

Ridgeville Park District - General Account

Bills Summary
February 8, 2024

	<u>TOTAL</u>
ADP Payroll Processing Acct.#00060-052985	-588.40
AT&T U-Verse #117-052-202	-77.82
AT&T U-Verse #117-052-204	-88.99
AT&T #831-001-3244 614	-220.03
AT&t Mobility Acct #287333216435	-90.75
Auto-Wares Group (Bumber To Bumper)	-50.99
Bella Consulting Group, LLC	-877.50
Broughton, Patricia	-45.00
Chase Paymentech	-479.04
City of Evanston Water Dept. 9090800-00	-223.71
COMCAST	-251.85
ComEd a/c 152-137-3009	-51.23
ComEd a/c 158-313-2031	-7.86
ComEd a/c 303-349-2002	-306.69
ComEd a/c 303-360-1001	-96.02
ComEd a/c 303-360-2008	-68.57
ComEd a/c 311-727-0008	-28.83
Graybar Financial Services	-453.78
Illinois Municipal Retirement Fund (IMRF)	-2,971.16
Kazahaya Dojo LLC	-112.50
Language in Action	-138.00
Lemoi Ace Hardware	-138.01
Local Government Health Plan CMS	-8,154.00
LRS	-172.48
Meltzer, Purtill & Stelle LLC	-912.50
Nicor Gas a/c 30-47-90-9630 4	-223.08
Nicor Gas a/c 31-03-84-0000 3	-422.23
Nicor Gas a/c 91-71-84-0000 4	-406.56
Pan, Jeff	-81.00
Quadient	-200.00
Quintrell Gary	-28.60
RB Productions DBA MyRec.com	-4,450.00
Rodas, Marlon*	-364.85
Russo Power Equipment	-784.15
Sallee, Natalie*	-66.41
Seesawat, Sarin	-10,594.33
Sikich, LLP	-3,300.00
Stratus Building Solutions of Chicago - N	-683.00
Verizon Wireless	-161.65
TOTAL	<u><u>-38,371.57</u></u>

Ridgeville Park District - General Account

Bills Detailed Report

February 8, 2024

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Num	Name	Memo	Amount
2010 · A/P-Corporate			
	ADP Payroll Processing Acct.#00...	CA22: Payroll Processing inv# 653000117	-588.40
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 1/15/2024	-88.99
	AT&T #831-001-3244 614	CA05: AT&T Acct:831-001-3244 614 01/07/2024	-220.03
	AT&t Mobility Acct #287333216435	CA05: AT&T Mobility Acct #287333216435	-90.75
	Auto-Wares Group (Bumber To B...	RA12a/p: Statement for Acct #4730000908	-50.99
	Bella Consulting Group, LLC	CA21: Equity Consultant Invoice #242002	-877.50
	Broughton, Patricia	C105: REFUND Cancelled Class	-45.00
DEBIT	Chase Paymentech	CA06: Credit Card Processing Fees	-479.04
DEBIT	City of Evanston Water Dept. 909...	CA05: Water@ 908 Seward St. 11/01/2023 - 01/01/2024	-223.71
	COMCAST	CA05: Internet@ 1111 South Blvd: Account #8771 10 135 1142175	-251.85
DEBIT	ComEd a/c 152-137-3009	CA05: Electric@ 1w Calley 12/29/2023 -01/30/2024	-51.23
DEBIT	ComEd a/c 158-313-2031	CA05: Electric@ 141 Elmwood Ave 12/29/2023 - 01/30/2024	-7.86
DEBIT	ComEd a/c 303-349-2002	CA05: Electric@ 908 Seward 12/28/2023 01/29/2024	-306.69
DEBIT	ComEd a/c 303-360-1001	CA05: Electric@ 1111 South Blvd. 12/29/2023 - 01/29/2024	-96.02
DEBIT	ComEd a/c 303-360-2008	CA05: Electric@ 1115 South Blvd. 12/29/2023 - 01/29/2024	-68.57
DEBIT	ComEd a/c 311-727-0008	CA05: Electric@ 1115 South Blvd. 12/29/2023 - 01/30/2024	-28.83
	Graybar Financial Services	CA05: Yealink phone system Inv# 15891808	-453.78
DEBIT	Illinois Municipal Retirement Fun...	C222: Jan2023 Deposit	-2,971.16
	Kazahaya Dojo LLC	RA24: Partner Program	-112.50
	Language in Action	RA24: Partner Programs Spanish Lessons	-138.00
	Lemoi Ace Hardware	CA13: Acct# 181700	-138.01
	Local Government Health Plan C...	CA08: Employee Health Insurance February	-8,154.00
	LRS	RA14: Trash Removal - Cust # 54404.1 Inv#5599641	-172.48
	Meltzer, Purtill & Stelle LLC	CA09: Matter #36507001 Inv #209215	-912.50
DEBIT	Nicor Gas a/c 30-47-90-9630 4	CA05: Nov. Gas@ 908 Seward St. Rear House	-223.08
DEBIT	Nicor Gas a/c 31-03-84-0000 3	CA05: Gas@ 908 Seward St. 01/03/2024-02/01/2024	-422.23
DEBIT	Nicor Gas a/c 91-71-84-0000 4	CA05: Gas@ 1115 S. Blvd	-406.56
	Pan, Jeff	C105: REFUND Double Registration	-81.00
	Quadient	CA06: Postage for Postage Meter	-200.00
	Quintrell Gary	Winter Break Camp	-28.60
	RB Productions DBA MyRec.com	Inv#03217023S	-4,450.00
	Rodas, Marlon*	IPRA Conference	-364.85
	Russo Power Equipment	RA12: Acct # 1009597 Inv#SPI20484304/Inv#SPI20498865	-784.15
	Sallee, Natalie*	IAPD Conference	-66.41
	Seesawat, Sarin	RA55: Fall/Winter 2023-2024 Brochures (Quantity 10,278)	-10,594.33
	Sikich, LLP	CA10: Annual Audit Year End June 30,2023: Invoice #38077	-3,300.00
	Stratus Building Solutions of Chic...	CA13: Routine Janitorial for Jan	-683.00
	Verizon Wireless	CA05: Acct# 980513682-0001: Inv #9954440592	-161.65
Total 2010 · A/P-Corporate			-38,371.57
C222 · IMRF (Paid by Employee)			
DEBIT	Illinois Municipal Retirement Fun...	Employee Contribution for Rodas, Cruz, Fernandez, Lopez & Sallee	917.55
Total C222 · IMRF (Paid by Employee)			917.55
C105 · Program Revenue			
	Broughton, Patricia	REFUND Cancelled class Line Dance	45.00
	Pan, Jeff	REFUND Double Registered for Intro to Ballet	81.00
Total C105 · Program Revenue			126.00
RA23 Program Supplies			
	Quintrell Gary	Supplies for Slime / Winter Break Camp	28.60
Total RA23 Program Supplies			28.60
RA24 Partner Programs			
	Kazahaya Dojo LLC	Partner Program Kazahaya Dojo Partner Class January	37.50
	Kazahaya Dojo LLC	Partner Program Kazahaya Dojo Partner Class October-December	75.00
	Language in Action	Zoom Spanish lessons for Adults Session III-A, 10/24-11/28	138.00
Total RA24 Partner Programs			250.50
6999 · Uncategorized Expenses			
DEBIT	Illinois Municipal Retirement Fun...	C222: Jan2023 Deposit	917.55
Total 6999 · Uncategorized Expenses			917.55
CA05 · Utilities			

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Ridgeville Park District - General Account

Bills Detailed Report

February 8, 2024

Num	Name	Memo	Amount
DEBIT	AT&T U-Verse #117-052-202	Fast Speed Internet Account #117-052-202 1/15/2024	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 01/07/2024	109.52
	AT&T #831-001-3244 614	Past Due Amt. Acct 831.001.03244 614	110.51
	AT&t Mobility Acct #287333216435	CA05: AT&T Mobility Acct #287333216435 1/16/2024	90.75
DEBIT	City of Evanston Water Dept. 909...	Water@ 908 Seward St. 11/01/2023 - 01/01/2024	223.71
	COMCAST	Account #8771 10 135 1142175 - 1/18/2024-02/174/2024	251.85
DEBIT	ComEd a/c 152-137-3009	1w Calley Service: 12/29/2023 -01/30/2024	51.23
DEBIT	ComEd a/c 158-313-2031	141 Elmwood Ave. Service: 12/29/2023 - 01/30/2024	7.86
DEBIT	ComEd a/c 303-349-2002	908 Seward Service : 12/28/2023 01/29/2024	306.69
DEBIT	ComEd a/c 303-360-1001	1111 South Blvd. Service: 12/29/2023 - 01/29/2024	96.02
DEBIT	ComEd a/c 303-360-2008	1115 South Blvd. Service: 12/29/2023 - 01/29/2024	68.57
DEBIT	ComEd a/c 311-727-0008	1115 South Blvd. Service: 12/29/2023 - 01/30/2024	28.83
	Graybar Financial Services	Yealink Phone system 01/03/2024 plus late charge	248.71
	Graybar Financial Services	Yealink Phone system 02/03/2024	190.73
	Graybar Financial Services	Yealink Phone system insurance	14.34
DEBIT	Nicor Gas a/c 30-47-90-9630 4	Gas@ 908 Seward St Rear House: 01/03-02/01	223.08
DEBIT	Nicor Gas a/c 31-03-84-0000 3	Gas@ 908 Seward St.: 01/03/2024-02/01/2024	422.23
DEBIT	Nicor Gas a/c 91-71-84-0000 4	Gas@ Kamen Field House- 01/03-02/01	406.56
	Verizon Wireless	Invoice #9954440592 Cell Phone Monthly Charges for Sallee	161.65
Total CA05 · Utilities			3,179.65
CA06 · Office Supplies & Expenses			
DEBIT	Chase Paymentech	Credit Card Processing Fees	479.04
	Quadient	Postage Machine Postage	200.00
Total CA06 · Office Supplies & Expenses			679.04
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
	Local Government Health Plan C...	Fernandez, Maricar	2,508.00
Total CA08 · Employee Health Insurance			8,154.00
CA09 · Attorney Fees & Expense			
	Meltzer, Purtill & Stelle LLC	Fee for legal communication - Matter #36507001, Inv #209215	912.50
Total CA09 · Attorney Fees & Expense			912.50
CA10 · Auditing Expense			
	Sikich, LLP	Invoice #38077 Annual Audit	3,300.00
Total CA10 · Auditing Expense			3,300.00
CA13 · Building Maintenance & Repair			
	Lemoi Ace Hardware	Inv#290760	11.80
	Lemoi Ace Hardware	inv#290778	11.80
	Lemoi Ace Hardware	inv#290779	8.16
	Lemoi Ace Hardware	inv#290800	9.96
	Lemoi Ace Hardware	inv#290900	27.03
	Lemoi Ace Hardware	Inv#290920	14.52
	Lemoi Ace Hardware	Inv#290956	18.69
	Lemoi Ace Hardware	inv#291421	9.08
	Lemoi Ace Hardware	inv#291423	4.55
	Lemoi Ace Hardware	inv#291571	5.44
	Lemoi Ace Hardware	inv#291598	16.98
	Russo Power Equipment	Inv#SPI20484304 13 Pin Male Harness / Plow Side	35.72
	Russo Power Equipment	Inv#SPI20484304 13 Pin Female Harness / Plow Side	35.72
	Russo Power Equipment	Inv#SPI20498865 50 LB Combotherm Ice Melt (Green)	673.75
	Russo Power Equipment	Inv#SPI20498865 Flooring Knife / 4"	4.99
	Russo Power Equipment	Inv#SPI20498865 Grease Gun Hose / Rubber 18" (Ace 8035891)	13.98
	Russo Power Equipment	Inv#SPI20498865 Knee Pads / Blk/Wht	19.99
	Stratus Building Solutionsof Chic...	Invoice #6605813	683.00
Total CA13 · Building Maintenance & Repair			1,605.16
CA13a/p · Building Maintenance & Repair*			
CA15a/p Website Expense			

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Ridgeville Park District - General Account

Bills Detailed Report

February 8, 2024

Num	Name	Memo	Amount
	RB Productions DBA MyRec.com	Myrec.com Software Fee - Annual Inv#03217023S	4,450.00
	Total CA15a/p Website Expense		4,450.00
	Total CA13a/p · Building Maintenance & Repair*		4,450.00
	CA21 · Board Development Activities		
	Bella Consulting Group, LLC	Equity Consultant Invoice #242002	877.50
	Rodas, Marlon*	Hotel / Lodging for IPRA Conference	364.85
	Sallee, Natalie*	Parking for IPRA/IAPD Conference	66.41
	Total CA21 · Board Development Activities		1,308.76
	CA22 · Payroll Processing Expense		
	ADP Payroll Processing Acct.#00...	Processing Charges invoice 01/26/2024	499.40
	ADP Payroll Processing Acct.#00...	Workforce Now - HR Assist	89.00
	Total CA22 · Payroll Processing Expense		588.40
	IA19 · III. Municipal Retirement Fund		
DEBIT	Illinois Municipal Retirement Fun...	Employer Contribution for Rodas, Cruz, Fernandez, Lopez & Sallee	1,136.06
	Total IA19 · III. Municipal Retirement Fund		1,136.06
	RA12 · Vehicle Maintenance & Repair		
	Auto-Wares Group (Bumber To B...	Inv #473-308748 01/02/2024	50.99
	Total RA12 · Vehicle Maintenance & Repair		50.99
	RA14 · Playground Maintenance Mat.		
	LRS	Garbage Pickup: Monthly Charge Inv#5599641	172.48
	Total RA14 · Playground Maintenance Mat.		172.48
	RA55 · Program Promotion & Rec Expense		
	Seesawat, Sarin	Brochure Design and Production	2,475.00
	Seesawat, Sarin	Spring/Summer 2024 Brochure (10.078)	5,521.00
	Seesawat, Sarin	Carrier route Postage (Mailing to 10,165 addresses)	2,368.33
	Seesawat, Sarin	Carrier route postal presort	130.00
	Seesawat, Sarin	Carrier route set up fee	100.00
	Total RA55 · Program Promotion & Rec Expense		10,594.33
TOTAL			0.00

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Ridgeville Park District
Petty Cash Summary
February 8, 2024

	<u>TOTAL</u>
Amazon.com	-63.39
APPLE, INC.	-19.98
AT&T **	-100.75
Dick's Sporting Goods	-124.99
Home Depot	-205.68
IPRA - Illinois Park & Recreation Assoc.	-165.00
Jewel Osco	-23.57
Mail Chimp	-54.00
Sam's Club	-115.92
Tax1099.com	-28.45
WUFOO Infinity Box, Inc.	-349.00
TOTAL	<u><u>-1,250.73</u></u>

02/08/24

Ridgeville Park District
Petty Cash Details
February 8, 2024

Num	Name	Memo	Amount
2030 · A/P-Petty Cash - Debit			
DEBIT	IPRA - Illinois Park & Recreatio...	CA06: IPRA Job Posting	-165.00
DEBIT	Home Depot	CA51: Building Supplies	-49.97
DEBIT	Dick's Sporting Goods	CA13: Building Maintenance	-124.99
DEBIT	Amazon.com	RA23: Workshop Craft Supplies	-63.39
DEBIT	Jewel Osco	RA23: Camp Supplies	-23.57
DEBIT	Sam's Club	RA23: Winter Camp Snacks	-115.92
DEBIT	Home Depot	CA51: Building Supplies	-155.71
DEBIT	AT&T **	CA06:AT&T Wireless Bill	-100.75
DEBIT	APPLE, INC.	CA06: iCloud Storage JAN 2024	-9.99
DEBIT	Tax1099.com	CA06: Tax Filing Processing Fees	-28.45
DEBIT	Mail Chimp	RA55: Monthly Fee for over 2000 patron emails	-54.00
DEBIT	APPLE, INC.	CA06: iCloud Storage JAN 2024	-9.99
DEBIT	WUFOO Infinity Box, Inc.	RA23: Program Registration Software	-349.00
Total 2030 · A/P-Petty Cash - Debit			-1,250.73
RA23 Program Supplies			
DEBIT	Jewel Osco	Lunch items, camper forgto lunch	23.57
DEBIT	Sam's Club	Snacks for Winter Camp	115.92
DEBIT	WUFOO Infinity Box, Inc.	Program Registration Software	349.00
Total RA23 Program Supplies			488.49
CA06 · Office Supplies & Expenses			
DEBIT	IPRA - Illinois Park & Recreatio...	IPRA Job Posting	165.00
DEBIT	AT&T **	Past Due Payment for Acct 287333216435	100.75
DEBIT	APPLE, INC.	iCloud Storage Jan 2024	9.99
DEBIT	Tax1099.com	1099 tax filing charges	28.45
DEBIT	APPLE, INC.	iCloud Storage Jan 2024	9.99
Total CA06 · Office Supplies & Expenses			314.18
CA13 · Building Maintenance & Repair			
DEBIT	Dick's Sporting Goods	MCHISEL2-6	124.99
DEBIT	Amazon.com	Craft supplies: stickers, balloons, pom poms, tape, plastic cups	63.39
Total CA13 · Building Maintenance & Repair			188.38
CA51 · Building Improvements			
DEBIT	Home Depot	lumber	49.97
DEBIT	Home Depot	Paint, paint brushers, painter towels lumber	155.71
Total CA51 · Building Improvements			205.68
RA55 · Program Promotion & Rec Expense			
DEBIT	Mail Chimp	Email Integration for programs	54.00
Total RA55 · Program Promotion & Rec Expense			54.00
TOTAL			0.00

Date: 2/7/23

To: Board of Commissioners

From: Marlon Rodas

Subject: Monthly Report

- The Kubota was in full use last month with the snow we received. Our parks department did an amazing job cleaning the sidewalks and parks through the weekend. A big thank you to Marcos and Felipe
- Our parks department installed the ice rink last month, unfortunately the warm weather came through and we were not able to safely open the ice rink this year.
- Natalie Salee and I attended the 2024 Illinois Parks and Recreation Association Conference last month. This is a great conference to network, attend sessions and learn from other professionals in our field.
- Natalie and I have worked on our social media policy which Aisha Bell Robinson our Equity Consultant and Charles Valente our Attorney have reviewed and will be discussed under Old Business.
- We have secured the services of MyRec to begin building our new website focusing on offering our patrons an intuitive user experience online while engaging with our district. We hope to have this live by late Spring/early Summer. Get excited!
- We have brought on Nicole Aleman as our Office Manager. Nicole come to us from Ascension Employment with a background in bookkeeping, budgeting and payroll.

Date: February 7, 2024
To: Board of Commissioners
From: Natalie Sallee
Subject: Monthly Report

IAPD/IPRA Soaring to New Heights Conference

Marlon and I attended the annual conference January 25th -27th. It was great to have another Ridgeville rep this time around! I attended the following workshops:

10 Lessons About Marketing I Learned from Always Sunny in Philadelphia
Sponsorships: It Takes a Team
The Healing Power of SOUL: Sharing of Unconditional Love and the Human-Animal Bond
Personal Finance for the Parks & Rec Professional
How to Plan an Event: Steps, Tips and Checklists
Evanston Lakefront: A New Chapter and Collaboration

I also attended various socials and networking events with Marlon. As per usual, it was an informative and productive weekend.

Spring/Summer Brochure

The 2024 spring/summer brochure is now in homes- in both English & Spanish! Thanks to Sarin Seesawat for all her work on getting them printed and mailed.

Recycled Hearts: Sip Happens

We are offering a craft and wine event for Valentine's Day on February 14th from 6-8pm. Registration is very low, so I'm not confident this event will happen. I will keep registration open through the weekend, make another promotion push, and make a decision Monday morning.

Summer Camp Registration

Early Bird registration opens February 16th at 3pm for Ridgeville Park District residents who meet 1 of 2 criteria:

1. Approved recipient of the Free/Reduced Lunch Program
2. All primary caregivers work outside the home

Registration opens for all on February 19th at 11am. We have 25-30 spots available for campers in grades K-3 and 35-40 spots available for campers in grades 4-7. We will also open registration for our CIT program. There are 12 spots open for CITs in grades 8-10. Registration for partner camps and our sports camps will open early March.

MSYEP

Laura Downey, Josh Coveliers, and myself will attend the Mayor's Summer Youth Employment Program on February 17th to recruit summer staff and Youth Grow Team employees. I have also been holding interviews at the park and already have some

excellent candidates! I am very short on staff for our Spring Break Camp in March, so I will be trying to recruit help for this camp, as well.

Patties & Pints at the Park

Our new event, Patties & Pints at the Park, will essentially be a copy/paste of Flannel Fest but with green beer and an Irish fiddle (fingers crossed). The event will take place at Ridgeville Park on March 8th from 6-8pm. Registration opens February 8th.

NOTABLE ACTIVITY:

1099 NEC forms were filed with the IRS and mailed to recipients.

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 of nearly \$480,000 overall are at 48% of the budget, slightly below the target of 54%. The General Fund has exceeded the entire year's budget for part-time wages. Property Casualty Insurance is also over budget yet this is likely due to the timing and nature of this account. Year-end accruals in June likely will alleviate this overage. In the Recreation Fund, program and vehicle & equipment costs are running ahead of budgeted levels for this time of year. Note, there is a minor change to the format of this report, to sub-total the General Fund balances before the 'unapproved' accounts, providing a clearer view of the core General Fund performance without the distortion of unresolved transactions.

Statement of Revenue and Disbursements: Through the end of the last month, the 7th month of the fiscal year, expenditures exceed revenues by \$70,000 versus a budget plan for a \$126,000 shortfall. Tax Revenues are somewhat less than half the planned amount. Program Revenue is slightly above the half-way mark for the plan. Interest Revenue is above plan while Rental Revenue is below plan. Overall, total revenue is slightly below the half-way mark for the year's plan.

Balance Sheet: As of month-end, fund balances are down as compared to the beginning of the year by roughly \$70,000. Cash balances are down \$105,000 from the beginning of the year. Overall assets are up by roughly \$280,000 primarily because the balance sheet now reflects the Levy Ordinance passed in December.

Outstanding / Unresolved Items: Unresolved outstanding items are a growing concern.

- Unapproved items older than 2 board meetings are of concern since state law requires all expenditures to be approved by the board in advance. The list is growing increasingly stale.
- There are some additional unresolved transactions which do not appear on this particular report. They involve accounts payable transactions. Two areas of accounts payable are of concern. One is that a year-end transaction from last June / July remains unresolved. It is likely related to a payroll item on the outstanding items report. Another involves IMRF payment processing in December, in which the amount paid to IMRF does not balance to what was charged by the Payroll process.
- Among the 'outstandings' are 4 December deposits that remain unclassified. These typically wouldn't be reported in the unapproved activity accounts (CA96-CA99) since these are appropriations accounts rather than revenue accounts (deposits are typically revenue items). However, there is no provision in the accounting processes to carryover unclassified deposit activity from month to month. They are included there so that the financials for December and January could be processed without further delays. It has never been the case in the past that it couldn't be immediately resolved how a deposit was to be classified during the deposit reconciliation process. Four deposits made in December remain improperly documented. Additionally, at least 3 deposits are partially documented by the office to have been made for which there are no bank receipts or records at the bank that they were made. These total roughly \$2,600.

RIDGEVILLE PARK DISTRICT - APPROPRIATIONS LEDGER BY GROUPINGS
as of 01/31/2024 for Fiscal Year Ending June 30, 2024

Acct Description	Ordinance	Actual YTD	Remaining	YTD %
CA01 Wages: Part Time	15,000	27,869.46	(12,869.46)	186%
CA03 Salaries: Full-time	160,000	51,553.82	108,446.18	32%
CA08 Benefits: Health Insurance	80,000	44,538.00	35,462.00	56%
CA16 Benefits: 403B Employee Contribution	-	0.00	0.00	N.M.
CAxx Salaries, Wages & Benefits	255,000	123,961.28	131,038.72	49%
CA09 Services: Legal	12,000	6,142.50	5,857.50	51%
CA10 Services: Audit	10,000	3,300.00	6,700.00	33%
CA21 Memberships / Board Development	36,500	3,612.16	32,887.84	10%
CA22 Services: Payroll Processing	8,000	4,307.45	3,692.55	54%
CAxx Services	66,500	17,362.11	49,137.89	26%
CA06 Administrative (Office, Furn./Equip)	18,000	9,541.37	8,458.63	53%
CA05 Facilities: Utilities	32,000	16,462.86	15,537.14	51%
CA13 Facilities: Maintenance & Repair	25,000	5,770.71	19,229.29	23%
CA51 Facilities: Capital Improvements	18,000	251.37	17,748.63	1%
CA53 Facilities: Property Casualty Insurance	10,000	13,539.00	(3,539.00)	135%
CAxx Facilities	85,000	36,023.94	48,976.06	42%
C239C General Fund Total	\$ 424,500	\$186,888.70	\$237,611.30	44%
CA96 General: Unapproved: Current Month		0.00	0.00	N.M.
CA97 Petty Cash: Unapproved: Current Month		1,200.76	(1,200.76)	N.M.
CA98 General: Unapproved, to Write-Off		1,281.87	(1,281.87)	N.M.
CA99 General: Unapproved, to Write-Off		971.90	(971.90)	N.M.
C239C+ Unapproved & General Fund Total	\$ 424,500	\$190,343.23	\$234,156.77	45%
RA38 Wages: Program Director	63,500	35,492.35	28,007.65	56%
RA34 Wages: Programs	143,000	74,670.83	68,329.17	52%
RA37 Wages: Maintenance	120,000	63,870.23	56,129.77	53%
RA31 Wages: Part-Time	35,500	7,966.00	27,534.00	22%
RAxx Salaries & Wages	362,000	181,999.41	180,000.59	50%
RAxx Programs (Supplies & Partnerships)	126,000	78,467.52	47,532.48	62%
RA55 Program Promotion	25,000	8,966.30	16,033.70	36%
RA14 Park & Playground: Maint & Materials	32,000	3,756.16	28,243.84	12%
RA17 Park & Playground: Capital Improvements	20,000	0.00	20,000.00	0%
RAxx Parks & Playgrounds	52,000	3,756.16	48,243.84	7%
RA12 Vehicles & Equipment	44,000	38,278.03	5,721.97	87%
C239R Recreation Fund Total	\$ 609,000	\$311,467.42	\$297,532.58	51%
IA19 Illinois Municipal Retirement Fund	8,000	1,387.82	\$6,612.18	17%
C239I IMRF Fund Total	\$ 8,000	\$1,387.82	\$6,612.18	17%
SA20 Social Security	43,500	21,089.61	\$22,410.39	48%
C239S Social Security Fund Total	\$ 43,500	\$21,089.61	\$22,410.39	48%
LA07 Unemployment Insurance	3,000	1,304.85	\$1,695.15	43%
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	\$25,529.35	(\$529.35)	102%
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	\$579,691.43	\$618,108.57	48%
Target:				54%

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: 01/31/2024 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	0.00	389,340	0.00	359,470	0.00	0	0.00	36,565	0.00	15,450	0.00		
C243	Property Tax Receipts (Prior Yrs)		359,123.93		171,334.43		160,043.58		5,354.54		15,090.39		7,300.99		
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	382,416.25	409,340	183,216.31	376,470	171,454.02	0	5,354.54	36,565	15,090.39	15,450	7,300.99		
C101	Miscellaneous Revenue	0	0.00			0	0.00							0	0.00
C104	Rental Revenue	7,500	1,055.00			7,500	1,055.00								
C105	Program Revenue	220,000	116,312.05			220,000	116,312.05								
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	9,374.52	4,000	9,374.52	2,000.00	0.00	100.00	0.00	100.00	0.00	100.00	0.00		
Total Revenue		1,071,625	509,157.82	413,340	192,590.83	605,970	288,821.07	100	5,354.54	36,665	15,090.39	15,550	7,300.99	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	579,691.43	424,500	190,343.23	609,000	311,467.42	8,000	1,387.82	43,500	21,089.61	25,000	25,529.35	87,800	29,874.00

REVENUE Less APPROPRIATIONS		(126,175)	(\$70,533.61)	(11,160)	2,247.60	(3,030)	(\$22,646.35)	(7,900)	\$3,966.72	(6,835)	(\$5,999.22)	(9,450)	(\$18,228.36)	(87,800)	(\$29,874.00)
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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: 01/31/2024 for Fiscal Year Ending June 30, 2024

Assets	Major Funds		Working Cash	Special Revenue Funds				Combining Total	
	General	Recreation		Special Combined	IMRF	Liability Insurance	Social Security		Capital Projects
Cash & Investments before Transfers	282,938.99	262,095.60	196,024.19	122,480.28	20,635.68	3,413.87	17,329.39	81,101.34	863,539.06
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	282,938.99	262,095.60	196,024.19	122,480.28	20,635.68	3,413.87	17,329.39	81,101.34	863,539.06
Accounts Receivable	0.00	0.00		0.00					0.00
Taxes Receivable	379,914.02	350,784.54		50,807.05	59.12	15,081.96	35,665.97	0.00	781,505.61
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	662,853.01	612,880.14	196,024.19	173,287.33	20,694.80	18,495.83	52,995.36	81,101.34	1,645,044.67
Deferred Outflows	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Total Assets and Deferred Outflows	662,853.01	612,880.14	196,024.19	173,287.33	20,694.80	18,495.83	52,995.36	81,101.34	1,645,044.67
Liabilities									
Accounts Payable	996.14	0.00		0.00	0.00	0.00		0.00	996.14
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	996.14	0.00		0.00	0.00	0.00	0.00	0.00	996.14
Deferred Inflows (Property Taxes)	379,914.02	350,784.54		50,807.05	59.12	15,081.96	35,665.97	0.00	781,505.61
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	41,378.94	20,635.68	3,413.87	17,329.39	0.00	237,403.13
Assigned	0.00	262,095.60		81,101.34	0.00	0.00	0.00	81,101.34	343,196.94
Unassigned	281,942.85	0.00		0.00	0.00	0.00	0.00	0.00	281,942.85
Total Fund Balances	281,942.85	262,095.60	196,024.19	122,480.28	20,635.68	3,413.87	17,329.39	81,101.34	862,542.92
Total Liabilities, Def. Inflows, Funds	662,853.01	612,880.14	196,024.19	173,287.33	20,694.80	18,495.83	52,995.36	81,101.34	1,645,044.67

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

RPD Treasury Fund: Reconciliation of Fund Balances to Cash and Investment Accounts
Balances as of 01/31/2024 For Fiscal Year Ending June 30, 2024

Description	Account	Balance	Sub-Total	Total	Grand Total
Bank Statement	C200CX	\$116,459.67			
Approved, Not Cleared	C200ANC	-\$3,461.61			
General Operating Total	C200		\$112,998.06		
Bank Statement	C204CX	\$5,239.17			
Approved, Not Cleared	C204ANC	\$0.00			
Petty Cash Total	C204		\$5,239.17		
Bank Statement	C208CX	\$28,511.96			
Approved, Not Cleared	C208ANC	-\$103.79			
Payroll Total	C208		\$28,408.17		
Chase Total				\$146,645.40	
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		\$376,374.44		
Illinois Funds Total				\$376,374.44	
Money Market	C213		\$0.00		
US Bank (Formerly CharterOne) Total				\$0.00	
Non-Interest Earning Cash Account	C209		\$7,208.51		
Money Market Account	C210		\$122,045.45		
WinTrust Total				\$129,253.96	
Total Cash and Investments by Accounts					\$863,539.06
General Funds Before Interfund Transfers	(Total C&I)		\$863,539.06		
Interfund Cash and Investment Balance Transfers	C201T		-\$580,600.07		
General Fund - Cash And Investments	C201C			\$282,938.99	
Recreation Fund - Cash And Investments	C201R			\$262,095.60	
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			\$20,635.68	
Social Security Fund - Cash And Investments	C201S			\$17,329.39	
Liability Fund - Cash And Investments	C201L			\$3,413.87	

Total Cash And Investments by Fund

\$863,539.06

RPD Cash Account Reconciliation: Outstanding / Unresolved Items

From 07/01/2023 to 01/31/2024

Date	Num	Description	Amount
.CA96 General: Unapproved: Current Month CA96			
01/01/2024	..		\$0.00
Total For .CA96 General: Unapproved: Current Month CA96			\$0.00
.CA97 Petty Cash: Unapproved: Current Month CA97			
01/02/2024		APPLE.COM/BILL	\$9.99
01/02/2024		POS PURCHASE TE	\$115.92
01/03/2024		POS PURCHASE TE	\$63.39
01/04/2024		JEWEL OSCO 3428	\$23.57
01/08/2024		ATT* BILL PAYMENT	\$100.75
01/08/2024		THE HOME DEPOT #1902	\$155.71
01/09/2024		SMK*WUFOO.COM CHARGE	\$349.00
01/18/2024		WWW.TAX1099.COM	\$28.45
01/22/2024		Mailchimp	\$54.00
01/24/2024		ILIPRA.ORG	\$165.00
01/25/2024		DICK'S CLOTHING&SPORT	\$124.99
01/30/2024		APPLE.COM/BILL	\$9.99
Total For .CA97 Petty Cash: Unapproved: Current Month CA97			\$1,200.76
.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
12/13/2023		REMOTE ONLINE DEPOSIT #	\$(26.86)
12/13/2023		REMOTE ONLINE DEPOSIT #	\$(262.83)
12/13/2023		REMOTE ONLINE DEPOSIT #	\$(45.00)
12/13/2023		REMOTE ONLINE DEPOSIT #	\$(45.00)
01/01/2024	20231219	ORIG CO NAME:Nicor Gas	\$121.18
Total For .CA98 General: Unapproved, to Write-Off CA98			\$1,281.87
.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	5977	ANC Domain Networks	\$(289.00)
01/11/2024	5979	ANC Ferrin	\$(200.00)
01/11/2024	5981	ANC Hinckley	\$(13.98)
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)
01/11/2024	20240111	ANC Nicor	\$(196.88)
Total For General: Approved Not Cleared C200ANC			\$(3,455.61)
Petty Cash (Checks): Approved Not Cleared C204ANC			
12/31/2023	..		\$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)
Total For Petty Cash (Debit Card): Approved Not Cleared C209ANC			\$(285.62)

Prepared by: **Gerry Gibbs, Treasurer**

Report Creation Date: 02/06/2024 4:07:39 PM Central Standard Time

Date: 2/07/24

To: Board of Commissioners

From: Marlon Rodas

Subject: REDI REPORT

Social Media Policy

As part of our ongoing commitment to staying abreast of best practices, Aisha and Charles have reviewed our Social Media Policy. We will be discussing this under the agenda item 'Old Business.'

Survey Discussions:

Aisha Robinson and I will focus on gauging REDI Committee engagement through a survey set for release the week of March 10th.

Survey Analysis

Aisha and I are reviewing the survey from 2021 and will meet later this month to discuss it. This analysis aims to provide us with a comprehensive understanding of our current standing, serving as a valuable foundation for the upcoming Spring survey.

Policy Review

Aisha has reviewed our existing policies to ensure alignment with current DEI standards. I am currently going through the changes and will also include our attorney Charles Valente .

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.

Social Media Guidelines for Park District Employees
Ridgeville Park District- Adopted: 2/8/2024

In general, the Park District views personal websites, blogs, wikis, online social networks, or any other form of online publishing or discussion positively, and it respects the right of employees to use them as a medium of self-expression.

Although your online presence and publishing may be a personal project conveying your individual expression, some people may nonetheless view you as a *de facto* spokesperson for the Park District. Please consider whether the audience (or some portion thereof) may believe that you are speaking on behalf of the Park District, and, if so, what steps you can take to reduce that risk. We suggest that that you observe the following guidelines:

1. Make it clear that the views you express are yours alone and that they do not necessarily reflect the views of the Park District. To help make this clear, please add the following notice:

The views expressed on this website/page/post are mine alone and do not necessarily reflect the views of my employer.

- In a reasonably prominent place on your site (profile bio, the bottom of your 'about me' page, etc.)
or
- Adjacent to any post related to the Park District

Please note, such disclaimers are good practice but may not have much legal effect.

2. Please be respectful to the Park District, our employees, our patrons, our partners, affiliates, and others in your posts, responses, and other online interactions. Refrain from posting personal insults, threats against park district employees, patrons or engaging in any conduct that would not be acceptable in the workplace or in violation of any Park District policies or any federal, state, or local law, ordinance, or regulation. Statements of false or private information regarding patrons, partners, affiliates, employees, or agents of the Park District intended to harm or embarrass will not be tolerated.

3. Do not disclose any information that is confidential or proprietary to the Park District (including our patrons, staff, partner agencies/affiliates or vendors), or of any third party that has disclosed such information to the Park District or is otherwise subject to a confidentiality agreement with the Park District. This would be a violation of Park District policy and could also result in legal action.

4. Show proper consideration for the privacy of others and for topics that may be considered objectionable, inflammatory, or counterproductive to morale or teamwork. Do not post pictures of patrons, partners, affiliates, employees, or agents of the Park District without their prior approval. Similarly, you may not disclose the addresses, telephone numbers, or other information found in Park District records of Park District employees, patrons, partners, affiliates, or agents without prior written consent from the affected individual(s).

5. You may provide a link from your site to the Park District website. However, written permission is required to use the Park District logo on your personal site.

Recognize that both during working and non-working hours, you are an ambassador of the Park District. Your actions reflect your judgment, decision-making, professionalism, maturity, and commitment to the Park District. All employees are expected to promote teamwork, inspire trust, and build confidence. Your communications (whether through social media or otherwise) may negatively impact the reputation or integrity of the Park

District, hurt staff morale, create friction among staff, or harm the Park District and its goals which may in certain circumstances subject you to discipline, including potential dismissal.

If you have any questions about these guidelines or any matter related to your site that these guidelines address, please direct them to your immediate supervisor or the Executive Director.