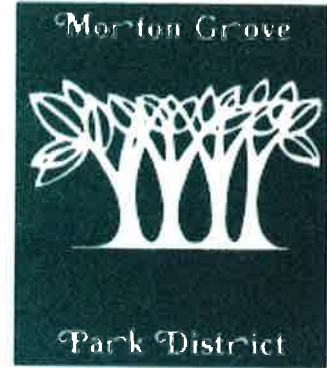


Morton Grove Park District

6834 Dempster Street • Morton Grove, Illinois • 60053 847/965-1200



**Morton Grove Park District
Truth in Taxation Public Hearing
December 21, 2016 at 6:30 pm**

Truth in Taxation Public Hearing Agenda

- I. **Call to Order**
- II. **Pledge of Allegiance**
- III. **Explanation of Hearing**
- IV. **Public Comment**
- V. **Adjournment**

**Morton Grove Park District
Board Meeting
December 21, 2016
Immediately Following the Truth in Taxation
Public Hearing**

Board Meeting Agenda

- I. **Roll Call**
- II. **Additions or Deletions/Changes to the Agenda**
- III. **Citizens Comments/Correspondence**
- IV. **Consent Agenda:**
 - a. **Approval of Minutes:** Committee Meetings held on November 2, 2016 and November 21, 2016 and the Board Meeting held on November 16, 2016
 - b. **Approval of Financial Reports**
 1. Budget Report and Cash on Hand dated November 30, 2016
 2. Voucher List Ending: December 21, 2016 in the amount of \$145,765.40
- V. **Director's Report**
- VI. **Attorney's Report**
- VII. **Unfinished Business**

COMMITTED TO QUALITY PARK AND RECREATION SERVICES

- a. **Administration & Finance Committee**
 - Appointment to Fill Board Vacancy
 - Oath of Office
 - Tax Levy Ordinance #O-07-16
 - Tax Extension Resolution #R-10-16
 - Anti-Bullying Policy
 - Strategic Plan
- b. **Recreation and Facility Program Committee**
- c. **Parks and Facilities Maintenance Committee**

VIII. New Business

Length of Service Awards

IX. Commissioner Comments:

Commissioner Mark Manno
Commissioner Georgianne Brunner
Commissioner Keith White
Commissioner Steve Schmidt
Commissioner Dan Staackmann

X. Executive Session:

I make a motion for the Board to go into closed session in accordance with the Open Meetings Act section 120/2(c)(1), 120/2(c)(3), 120/2(c)(11), and for section 120/2(c)(21).

XI. Approval of Executive Minutes: Minutes of the November 2, 2016, November 16, 2016 and November 21, 2016 meetings.

XII. Adjournment

Consent Agenda: December 21, 2016 – Commissioner Manno

Minutes:

I move to accept the recommendation of the Administration and Finance Committee to approve:

THE MINUTES OF THE:

- COMMITTEE OF THE WHOLE MEETING HELD ON NOVEMBER 2, 2016
- BOARD MEETING HELD ON NOVEMBER 16, 2016
- COMMITTEE OF THE WHOLE MEETING HELD ON NOVEMBER 21, 2016

Also the Financial Reports which include:

- THE CASH ON HAND AND BUDGET REPORT DATED NOVEMBER 30, 2016
- THE VOUCHER LIST DATED DECEMBER 21, 2016 IN THE AMOUNT OF \$145,765.40 SUBJECT TO AUDIT.

AFTER EXECUTIVE SESSION:

I move to accept the recommendation of the Administration and Finance Committee to approve:

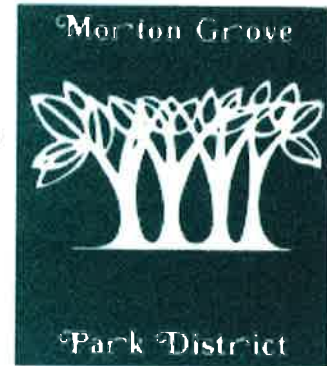
THE MINUTES OF THE:

- EXECUTIVE SESSION HELD ON NOVEMBER 2, 2016,
- EXECUTIVE SESSION HELD ON NOVEMBER 16, 2016 and the
- EXECUTIVE SESSION HELD ON NOVEMBER 21, 2016

Approval of Minutes

Morton Grove Park District

6834 Dempster Street • Morton Grove, Illinois • 60053 847/965-1200



Morton Grove Park District
6834 Dempster, Morton Grove, IL 60053
Minutes of the Committee of the Whole
Held on November 2, 2016 at 6:30pm

Commissioner Staackmann called the meeting to order at 6:30pm.

Commissioners Present: Georgianne Brunner, Mark Manno and Dan Staackmann.

Commissioners Absent: Dan Ashta

Staff Present: Jeff Wait, Executive Director; Marty O'Brien, Superintendent of Finance; Laura Kee, Superintendent of HR and Risk Management; Greg Jayne, Superintendent of Parks & Facilities; Joe Bruntmyer, Superintendent of Recreation; Kari Redmond, Recreation Supervisor, Jeanette McNichols, Recreation Supervisor and Claudia Marren, Executive Administrative Assistant

Guests Present: Keith White, resident

Public Comment: None.

Recreation and Facility Program Committee: Commissioner Staackmann, Chair Pro-Tem

Camp Review: Recreation Supervisor Redmond gave a brief presentation summarizing the 2016 Camp Programs. Redmond noted it was a successful year with an increase in participants and revenue. Some of Redmond's suggestions were to add specialty camps, offer multi-session discounts, incorporate school subjects into the camp day and to be more proactive with children being bullied.

Aquatic Review: Recreation Supervisor McNichols gave a brief presentation summarizing the summer aquatics. McNichols stated it was a hot summer which made for a great pool season. The pools brought in over \$35,000 more compared to last season. McNichols made several recommendations for next year: to hire the lifeguards earlier, build incentives into the lifeguards pay to entice them to stay later through the season, increase lap lane hours, move Aquacize classes to Harrer, add creative pool events and sell pool memberships onsite at each pool.

Administration and Finance Committee – Commissioner Ashta, Chair

Set the Date for the Truth in Taxation Hearing: Director Wait asked to set the date for the Truth in Taxation Public Hearing on December 21, 2016 at 6:30pm.

COMMITTED TO QUALITY PARK AND RECREATION SERVICES

Preliminary 2016 Property Tax Levy Review: Superintendent of Finance, O'Brien reviewed the 2016 preliminary property tax levy. The estimated tax levy increase is 4.96%. One change that O'Brien noted was the District will allocate more property tax funds to the Recreation Fund in order to retain a 25% minimum per the Fund Balance Policy.

Transfer of Funds: Director Wait explained that the Recreation Fund balance was below the required 25% of operating expenses. Therefore, the District would like to transfer \$600,000 from the Capital Projects Fund and the Corporate Fund into the Recreation Fund. Superintendent O'Brien explained because \$400,000 was originally transferred from the Corporate Fund to the Capital Projects Fund he would first like to transfer that \$400,000 back to the Capital Fund and then transfer that money into the Recreation Fund.

Recreation and Facility Committee Appointment: The Board agreed to appoint Commissioner Brunner as the Recreation and Facility Program Committee Chairperson.

Permit and First Amendment Regulations: It was agreed to table this discussion.

Lobby Policy: It was agreed to table this discussion.

IAPD Annual Business Meeting: It was agreed to appoint Commissioner Manno as the delegate for the IAPD Annual Business Meeting and Commissioner Staackmann and Director Wait as the first and second alternates, respectively.

Commissioner Per Diem Approval for IAPD/IPRA Conference: Director Wait explained that according to the new state statute and Park District Ordinance #O-06-16 the Board of Commissioners must approve, by a roll count vote at an open meeting, the travel, meals and lodging expenses incurred by the Board for the 2017 IAPD/IPRA Conference.

Executive Director Travel Expense Approval: Director Wait submitted, for approval, his travel, meal and lodging expense reimbursement form for expenses incurred for attending the NRPA Conference in St. Louis.

Parks and Facilities Maintenance Committee: Commissioner Manno, Chair

Ballfield Fencing Replacement: Superintendent Jayne submitted 3 quotes to replace the ballfield fence at Austin Park and the dugout fences at diamonds 4 and 5 at Harrer Park. It was agreed to move forward with Dura Bilt Fence II, Inc. in the amount of \$8,530. Commissioner Staackmann suggested adding some type of shade structure to the dugouts in the future.

At approximately 7:15pm Commissioner Manno made a motion, seconded by Commissioner Brunner to go into closed session in accordance with the Open Meetings Act section 120/2(c)(1), 120/2(c)(11) and for section 120/2(c)(3). **Ayes: Commissioner Staackmann, Manno and Brunner. Nays: 0. Absent: Ashta. Motion Carried.**

Closed session ended at approximately 8:03pm.

No action was taken during closed session.

Commissioner Manno made a motion, seconded by Commissioner Brunner, to adjourn the Committee of the Whole meeting. **Motion carried by voice vote.**

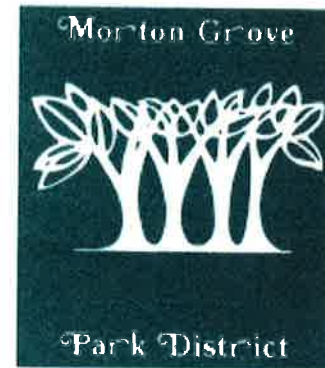
Meeting ended at approximately 8:04pm.

Daniel J. Staackmann, Board President

Jeffrey Wait, Board Secretary

Morton Grove Park District

6834 Dempster Street • Morton Grove, Illinois • 60053 847/965-1200



Morton Grove Park District
6834 Dempster, Morton Grove, IL 60053
Minutes of the 781st Board Meeting
Held on November 16, 2016 at 6:30pm

- I. **Roll Call:** President Staackmann called the meeting to order at 6:30pm.

Commissioners Present: Dan Ashta, Georgianne Brunner, Mark Manno, and Dan Staackmann

Staff Present: Jeff Wait, Executive Director; Marty O'Brien, Superintendent of Finance; Joe Bruntmyer, Superintendent of Recreation and Claudia Marren, Executive Administrative Assistant

Guests Present: Keith White, resident

Attorney Present: None.

- II. **Pledge of Allegiance:** The Pledge of Allegiance was recited.

- III. **Additions or Deletions/Changes to the Agenda:** None.

- IV. **Citizens Comments/Correspondence:**

- V. **Consent Agenda:**

Commissioner Ashta made a motion, seconded by Commissioner Brunner to approve the consent agenda which included the minutes of the October 12, 2016 Committee Meeting, the October 19, 2016 Board Meeting and the October 26, 2016 Dog Park Committee Meeting. At this point Commissioner Ashta asked about the minutes of the October 12th meeting with only 2 commissioners present and Commissioner Staackmann expressed his concern regarding the Dog Park meeting because none of the Commissioners were present. Commissioner Ashta then made a motion, seconded by Commissioner Manno to approve the Dog Park Committee meeting as a separate item. Commissioner Staackmann stated that the Board Secretary submitted the Dog Park Committee Meeting Minutes for approval and once again noted that no Board members were present. Commissioner Brunner also noted that her understanding is the Board at this time is simply approving the minutes of the meeting that happened on October 12, 2016. **Ayes: Commissioner Brunner, Staackmann, Manno and Ashta. Nays: 0. Motion carried. Ayes: Commissioner Staackmann, Manno, Ashta and Brunner. Nays: 0. Motion carried.**

COMMITTED TO QUALITY PARK AND RECREATION SERVICES

The Financial Reports:

1. The Cash on Hand and Budget Report dated October 31, 2016, and
2. The voucher listed dated November 16, 2016, in the amount of \$1,250,698.67 subject to audit. **The vote on the original motion. Ayes: Commissioner Staackmann, Manno, Ashta and Brunner. Nays: 0. Motion carried.**

VI. Director's Report: Director Wait reminded everyone that the Holly Days Fest will be held Friday, December 2 and 3, with the tree lighting ceremony on Friday from 6:30 to 8:00pm at the Harrer Park gazebo. There will also be a host of activities for the community to come together on Saturday from 11:00 to 3:00pm.

VII. Attorney's Report: None

VIII. Unfinished Business:

Administration and Finance Committee: Commissioner Brunner, substituted

Truth in Taxation Hearing Date: Commissioner Ashta made a motion seconded by Commissioner Brunner to set the date for the Truth in Taxation Hearings for December 21, 2016 at 6:30pm. Commissioner Ashta noted the District was not legally required to hold the hearing, however for transparency purposes the District will hold the public hearing. **Ayes: Commissioner Manno, Ashta, Brunner and Staackmann. Nays: 0. Motion carried.**

Transfer of Funds: Commissioner Ashta made a motion, seconded by Commissioner Manno for the Board of Park Commissioner to approve a \$400,000 transfer of funds from the Capital Projects Fund to the Corporate Fund and then to the Recreation Fund, along with a \$200,00 transfer from the Capital Projects Fund directly to the Recreation Fund. **Ayes: Commissioner Brunner, Staackmann, Manno and Ashta. Nays: 0. Motion carried.**

Recreation and Facility Committee Appointment: Commissioner Ashta made a motion, seconded by Commissioner Manno for the Board of Commissioners to appoint Commissioner Brunner as the Recreation and Facility Committee Chairperson. **Ayes: Commissioner Ashta, Brunner, Staackmann and Manno. Nays: 0. Motion carried.**

IAPD Delegates: Commissioner Ashta made a motion, seconded by Commissioner Brunner to accept the recommendation of the Administration and Finance Committee for the Board of Park Commissioners to appoint Mark Manno as the delegate for the IAPD annual business meeting and Dan Staackmann and Jeff Wait as the first and second alternates. **Ayes: Commissioner Staackmann, Manno, Ashta and Brunner. Nays: 0. Motion carried.**

Commissioner Per Diem Approval: Commissioner Ashta made a motion, seconded by Commissioner Brunner to accept the recommendation of the Administration and

COMMITTED TO QUALITY PARK AND RECREATION SERVICES

Finance Committee to approve the travel, meal and lodging expense reimbursement forms completed for the IAPD/IPRA Conference. **Ayes: Commissioner Manno, Ashta, Brunner and Staackmann. Nays: 0. Motion carried.**

Executive Director Travel Expenses: Commissioner Ashta made a motion, seconded by Commissioner Brunner to approve the expenses incurred by the Executive Director while attending the NRPA Conference in the amount of \$944.29. **Ayes: Commissioner Ashta, Brunner, Staackmann and Manno. Nays:0. Motion carried.**

Parks and Facilities Maintenance Committee: Commissioner Manno, Chair
Ballfield Fencing Replacement: Commissioner Manno made a motion, seconded by Commissioner Ashta to accept the proposal from Dura Bilt Fence II, Inc. of Wheeling, IL in the amount of \$8,530 to replace the fences at Austin Park and the dugout fences at Harrer Park diamonds 4 and 5. Commissioner Staackmann asked if we found out about covering the dugouts? Director Wait explained no, however we would look into that. **Ayes: Commissioner Brunner, Staackmann, Manno and Ashta. Nays: 0. Motion carried.**

IX. New Business: None.

X. Commissioner Comments:

Commissioner Brunner: Wished everyone a happy Thanksgiving holiday.

Commissioner Ashta: Noted he was sorry he missed the last several meetings and wished everyone a happy Thanksgiving and happy holidays.

Commissioner Manno: Was looking forward to the Holly Days Fest.

Commissioner Staackmann: Wished everyone a safe, sober holiday.

XI. Executive Session:

At approximately 6:42pm Commissioner Ashta made a motion, seconded by Commissioner Brunner to move into closed session in accordance with the Open Meetings Act section 120/2(c)(1) and for section 120/2(c) (3),120/2(c)(11) and 120/2(c)(21) **Ayes: Commissioner Ashta, Brunner, Staackmann and Manno. Nays: 0. Motion carried.**

The Board Meeting reconvened at approximately 6:46 pm. No action was taken during closed session.

XII. Approval of Executive Minutes:

Commissioner Ashta made a motion, seconded by Commissioner Brunner to accept the recommendation of the Administration and Finance Committee to approve the minutes of the executive session held on October 19, 2016. **Motion carried by voice vote.**

XIII. Adjournment:

COMMITTED TO QUALITY PARK AND RECREATION SERVICES

Commissioner Manno made a motion, seconded by Commissioner Brunner to adjourn the meeting. **Motion carried by voice vote.**

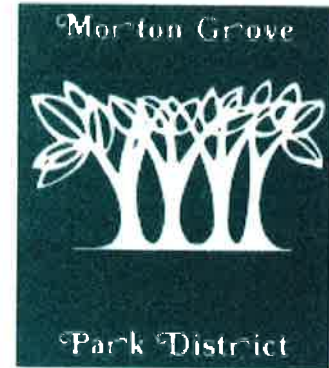
Meeting ended at approximately 6:49pm.

Daniel Staackmann, Board President

Jeff Wait, Board Secretary

Morton Grove Park District

6834 Dempster Street • Morton Grove, Illinois • 60053 847/965-1200



Morton Grove Park District
6834 Dempster, Morton Grove, IL 60053
Minutes of the Committee of the Whole
Held on November 21, 2016 at 6:30pm

Commissioner Staackmann called the meeting to order at 6:30pm.

Commissioners Present: Georgianne Brunner, Mark Manno and Dan Staackmann.

Commissioners Absent: Dan Ashta

Staff Present: Jeff Wait, Executive Director

Guests Present: None.

Public Comment: None.

Administration and Finance Committee – Commissioner Brunner, Chair Pro-Tem

Board of Park Commissioner Candidate Interviews

At approximately 6:33pm Commissioner Brunner made a motion, seconded by Commissioner Manno to move into closed session in accordance with the Open Meetings Act section 120/2.(c)(3). **Ayes: Commissioner Staackmann, Manno and Brunner. Absent: Ashta. Nays: 0. Motion carried.**

The meeting reconvened at approximately 8:20pm.

No action was taken during closed session.

Commissioner Manno made a motion, seconded by Commissioner Brunner, to adjourn the Committee of the Whole meeting. **Motion carried by voice vote.**

Meeting ended at approximately 8:21pm.

Daniel Staackmann, Board President

Jeffrey Wait, Board Secretary

Financials

- Cash on Hand and Budget Report
- Voucher List

MORTON GROVE PARK DISTRICT
STATEMENT OF CASH ON HAND AND INVESTMENTS

AS OF NOVEMBER 30, 2016

PAGE: 1

BALANCE 10/31/16 CURRENT MONTH ENDING BALANCE

CASH IN BANK

CORPORATE	321,308.02	88,905.47-	232,402.55
RECREATION	137,062.57	518,419.41	655,481.98
POLICE	11,512.40	2,506.82-	9,005.58
PAVING & LIGHTING	3,315.04	0.00	3,315.04
MUSEUM	14,179.01	3,955.80-	10,223.21
I.M.R.F.	245,914.74	2,742.16	248,656.90
F.I.C.A.	165,415.58	9,972.18-	155,443.40
BOND & INTEREST	889,121.63	883,484.37-	5,637.26
LIABILITY INSURANCE	173,902.11	5,835.59-	168,066.52
SPECIAL RECREATION	381,633.46	38,983.52-	342,649.94
SPEC REC - GRANT PROJECTS	0.00	0.00	0.00
AUDIT	3,147.29	1,863.51-	1,283.78
CAPITAL IMPROVEMENTS	4,987,678.71	788,407.00-	4,199,271.71
GASB 34 ACCOUNTS	0.00	0.00	0.00
TOTAL: CASH IN BANK	<u>7,334,190.56</u>	<u>1,302,752.69-</u>	<u>6,031,437.87</u>

INVESTMENTS

CORPORATE	0.00	0.00	0.00
RECREATION	0.00	0.00	0.00
I.M.R.F.	0.00	0.00	0.00
BOND & INTEREST	0.00	0.00	0.00
LIABILITY INSURANCE	0.00	0.00	0.00
SPECIAL RECREATION	0.00	0.00	0.00
AUDIT	0.00	0.00	0.00
TOTAL: INVESTMENTS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

GRAND TOTAL ALL ACCOUNTS 7,334,190.56 1,302,752.69- 6,031,437.87

SUMMARY TOTAL ALL ACCOUNTS BY FUND:

CORPORATE	321,308.02	88,905.47-	232,402.55
RECREATION	137,062.57	518,419.41	655,481.98
POLICE	11,512.40	2,506.82-	9,005.58
PAVING & LIGHTING	3,315.04	0.00	3,315.04
MUSEUM	14,179.01	3,955.80-	10,223.21
I.M.R.F.	245,914.74	2,742.16	248,656.90
F.I.C.A.	165,415.58	9,972.18-	155,443.40
BOND & INTEREST	889,121.63	883,484.37-	5,637.26
LIABILITY INSURANCE	173,902.11	5,835.59-	168,066.52
SPECIAL RECREATION	381,633.46	38,983.52-	342,649.94
AUDIT	3,147.29	1,863.51-	1,283.78
CAPITAL IMPROVEMENTS	4,987,678.71	788,407.00-	4,199,271.71
GRAND TOTAL ALL FUNDS:	<u>7,334,190.56</u>	<u>1,302,752.69-</u>	<u>6,031,437.87</u>

FUND NO	DESCRIPTION	REVENUE / EXPENSE		ENCUMBRANCE	TOTAL AMOUNT YEAR TO DATE	ANNUAL BUDGET	REVENUE/EXPENSE-PRIOR YR	
		THIS MONTH	YEAR TO DATE				THIS MONTH	YEAR TO DATE
01	CORPORATE							
10	ADMINISTRATION							
	TOTAL CENTER REVENUE	11,950.87	607,809.97	0.00	607,809.97	1,214,600	12,772	564,828
	TOTAL CENTER EXPENSE	63,344.85	430,458.05	0.00	430,458.05	682,478	68,989	416,995
	NET CENTER INCOME/LOSS	51,393.98-	177,351.92	0.00	177,351.92	532,122	56,218-	147,832
20	PARKS MAINTENANCE							
	TOTAL CENTER REVENUE	0.00	0.00	0.00	0.00	0	0	0
	TOTAL CENTER EXPENSE	37,638.81	323,187.44	0.00	323,187.44	532,122	39,237	292,553
	NET CENTER INCOME/LOSS	37,638.81-	323,187.44-	0.00	323,187.44-	532,122-	39,237-	292,553-
	TOTAL CORPORATE							
	FUND REVENUE	11,950.87	607,809.97	0.00	607,809.97	1,214,600	12,772	564,828
	FUND EXPENSE	100,983.66	753,645.49	0.00	753,645.49	1,214,600	108,226	709,548
	NET INCOME/LOSS	89,032.79-	145,835.52-	0.00	145,835.52-	0	95,455-	144,720-
02	RECREATION							
10	ADMINISTRATION							
	TOTAL CENTER REVENUE	605,262.18	873,358.03	0.00	873,358.03	495,000	592	248,394
	TOTAL CENTER EXPENSE	56,300.35	450,553.49	0.00	450,553.49	867,888	57,888	435,689
	NET CENTER INCOME/LOSS	548,961.83	422,804.54	0.00	422,804.54	372,888-	57,296-	187,295-
30	RECREATION PROGRAMS							
	TOTAL CENTER REVENUE	57,720.78	687,951.75	0.00	687,951.75	1,139,332	50,684	660,448
	TOTAL CENTER EXPENSE	63,616.10	490,687.06	0.00	490,687.06	748,069	60,088	475,860
	NET CENTER INCOME/LOSS	5,895.32-	197,264.69	0.00	197,264.69	391,263	9,404-	184,588
40	POOLS							
	TOTAL CENTER REVENUE	0.00	165,690.61	0.00	165,690.61	227,680	0	183,374
	TOTAL CENTER EXPENSE	2,401.88	292,319.18	0.00	292,319.18	378,329	3,767	316,266
	NET CENTER INCOME/LOSS	2,401.88-	126,628.57-	0.00	126,628.57-	150,649-	3,767-	132,892-
50	COMMUNITY CENTER							
	TOTAL CENTER REVENUE	20,555.84	123,182.24	0.00	123,182.24	181,612	21,600	137,575
	TOTAL CENTER EXPENSE	30,986.32	199,485.07	0.00	199,485.07	326,466	25,290	193,463
	NET CENTER INCOME/LOSS	10,430.48-	76,302.83-	0.00	76,302.83-	144,854-	3,690-	55,888-
	TOTAL RECREATION							
	FUND REVENUE	683,538.80	1,850,182.63	0.00	1,850,182.63	2,043,624	72,876	1,229,791
	FUND EXPENSE	153,304.65	1,433,044.80	0.00	1,433,044.80	2,320,752	147,034	1,421,278
	NET INCOME/LOSS	530,234.15	417,137.83	0.00	417,137.83	277,128-	74,158-	191,487-
05	POLICE							
	FUND REVENUE	0.00	40,072.51	0.00	40,072.51	43,000	0	34,046
	FUND EXPENSE	2,506.82	38,400.93	0.00	38,400.93	43,000	2,984	39,920
	NET INCOME/LOSS	2,506.82-	1,671.58	0.00	1,671.58	0	2,984-	5,874-
10	PAVING & LIGHTING							
	FUND REVENUE	0.00	0.00	0.00	0.00	1,000	0	0
	FUND EXPENSE	0.00	0.00	0.00	0.00	1,000	0	0
	NET INCOME/LOSS	0.00	0.00	0.00	0.00	0	0	0

FUND NO	DESCRIPTION	REVENUE / EXPENSE		ENCUMBRANCE	TOTAL AMOUNT YEAR TO DATE	ANNUAL BUDGET	REVENUE/EXPENSE-PRIOR YR	
		THIS MONTH	YEAR TO DATE				THIS MONTH	YEAR TO DATE
15	MUSEUM							
	FUND REVENUE	0.00	8,376.45	0.00	8,376.45	49,000	0	727
	FUND EXPENSE	3,919.92	30,130.13	0.00	30,130.13	49,000	3,768	31,309
	NET INCOME/LOSS	3,919.92-	21,753.68-	0.00	21,753.68-	0	3,768-	30,581-
20	I.M.R.F.							
	FUND REVENUE	2,742.16	148,521.67	0.00	148,521.67	290,000	307	132,725
	FUND EXPENSE	0.00	121,803.48	0.00	121,803.48	290,000	16,618	198,742
	NET INCOME/LOSS	2,742.16	26,718.19	0.00	26,718.19	0	16,311-	66,016-
22	F.I.C.A.							
	FUND REVENUE	1,830.17	99,087.62	0.00	99,087.62	193,000	205	88,484
	FUND EXPENSE	11,802.35	101,513.97	0.00	101,513.97	193,000	11,233	98,827
	NET INCOME/LOSS	9,972.18-	2,426.35-	0.00	2,426.35-	0	11,028-	10,344-
25	BOND & INTEREST							
	FUND REVENUE	8,627.63	458,394.14	0.00	458,394.14	899,000	838	367,559
	FUND EXPENSE	0.00	900,814.40	0.00	900,814.40	899,000	0	6,288
	NET INCOME/LOSS	8,627.63	442,420.26-	0.00	442,420.26-	0	838	361,271
30	LIABILITY INSURANCE							
	FUND REVENUE	1,278.02	69,183.61	0.00	69,183.61	136,000	143	61,938
	FUND EXPENSE	7,113.61	47,197.35	0.00	47,197.35	136,000	6,673	50,520
	NET INCOME/LOSS	5,835.59-	21,986.26	0.00	21,986.26	0	6,530-	11,419
35	SPECIAL RECREATION							
	FUND REVENUE	2,481.59	137,084.88	0.00	137,084.88	315,000	285	135,572
	FUND EXPENSE	2,907.05	116,181.92	0.00	116,181.92	315,000	1,151	130,986
	NET INCOME/LOSS	425.46-	20,902.96	0.00	20,902.96	0	867-	4,585
40	AUDIT							
	FUND REVENUE	136.49	7,407.24	0.00	7,407.24	15,000	15	6,636
	FUND EXPENSE	0.00	14,500.00	0.00	14,500.00	15,000	0	14,100
	NET INCOME/LOSS	136.49	7,092.76-	0.00	7,092.76-	0	15	7,464-
70	CAPITAL IMPROVEMENTS							
	FUND REVENUE	0.00	0.00	0.00	0.00	882,000	0	75,000
	FUND EXPENSE	632,929.00	1,372,592.85	0.00	1,372,592.85	882,000	253,950	501,305
	NET INCOME/LOSS	632,929.00-	1,372,592.85-	0.00	1,372,592.85-	0	253,950-	426,305-
95	GASB 34 ACCOUNTS							
	FUND REVENUE	0.00	0.00	0.00	0.00	0	0	0
	FUND EXPENSE	0.00	0.00	0.00	0.00	0	0	0
	NET INCOME/LOSS	0.00	0.00	0.00	0.00	0	0	0
	GRAND TOTAL REVENUE	712,585.73	3,426,120.72	0.00	3,426,120.72	6,081,224	87,441	2,697,306
	GRAND TOTAL EXPENSE	915,467.06	4,929,825.32	0.00	4,929,825.32	6,358,352	551,639	3,202,822
	NET INCOME/LOSS	202,881.33-	1,503,704.60-	0.00	1,503,704.60-	277,128-	464,198-	505,516-

MORTON GROVE PARK DISTRICT
VOUCHER LIST PRESENTED TO THE BOARD OF COMMISSIONERS
AT THEIR MEETING ON DECEMBER 21, 2016

BOARD VOUCHERS

VENDOR		VOUCHER INVOICE		BATCH	BUDGET G/L	AMOUNT	DESCRIPTION
NUMBER	NAME	NUMBER	NUMBER	NUMBER	NUMBER		
00580	SKOKIE ACE HARDWARE	34604	204659	BV122102	025032-520321	66.45	LCK AND KEYS FOR GRASS TRAILER, WATER FILTER FOR PVCC
03915	ANCEL, GLINK, DIAMOND,	34606	53995	BV122102	011000-551120	1,441.85	NOVEMBER 2016 LEGAL FEES
09456	KATIE BIELAWSKI	34546	MILEAGE	BV122101	023001-593177	245.16	MILEAGE REIMBURSEMENT FOR GYMNASTICS IN BOURBONAIS
13113	CASSIDY TIRE & SERVICE	34547	5206633	BV122101	012000-520225	12.00	NEW TIRE RIM
		34548	5206713	BV122101	012000-520225	752.75	TIRES AND ALIGNMENT FOR FORD VAN
<u>TOTAL VENDOR:</u>						764.75	
15265	COMCAST CABLE	34549	1320020254	BV122101	025033-540150	21.15	CABLE FOR LOBBY TV
15272	COMED	34550	0360019067	BV122101	011000-540110	476.69	ELECTRIC FOR OUTSIDE STREET LIGHTS FROM 10/24/16-11/22/16
		34551	1427066047	BV122101	011000-540110	34.85	ELECTRIC FOR REAR PVCC FROM 10/28/16-11/30/16
<u>TOTAL VENDOR:</u>						511.54	
15355	CONNELLY'S ACADEMY	34552	FALL 2016	BV122101	023001-593177	504.00	FALL 2016 SEMESTER
15394	CONSERV FS	34553	65023243	BV122101	012000-520323	873.35	BULK SALT FOR PARKING LOTS
					025032-520323	873.34	
<u>TOTAL VENDOR:</u>						1,746.69	
15915	SHERI COZZI	34565	7545	BV122101	151000-554600	95.00	DECEMBER 2016 MUSEUM CLEANING
23265	ELITE COMPUTER SUPPORT, INC	34554	29487	BV122101	011000-552200	632.50	EXPLORER/WIFI CAM AND REINSTALL WINDOWS ON ACER PC
27545	THE FAUCET SHOPPE	34555	49753	BV122101	025032-520321	199.50	FOUNTAIN FILTERS FOR PVCC
28336	FIRST STUDENT	34556	11291181	BV122101	023007-593823	2,174.34	SEPTEMBER 2016 BUS TRANSPORTATION
		34557	11289384	BV122101	023007-593819	150.75	JUMP ZONE ON 11/21/16
		34558	11290146	BV122101	023007-593819	186.00	MARRIOTT THEATRE ON 11/23/16
		34559	11290141	BV122101	023007-593819	220.00	NICKEL CITY ON 11/22/16
<u>TOTAL VENDOR:</u>						2,731.09	

BOARD VOUCHERS

VENDOR NUMBER	NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
30358	GARVEY'S OFFICE PRODUCTS	34560	1242592	BV122101	011000-520110	29.96	OFFICE SUPPLIES
		34561	1240609	BV122101	011000-520110	24.98	OFFICE SUPPLIES
		34562	1248488	BV122101	011000-520110	83.47	OFFICE SUPPLIES
		34563	1251572	BV122101	011000-520110	26.63	OFFICE SUPPLIES
					<u>TOTAL VENDOR:</u>	165.04	
31614	GLENBROOK AUTO PARTS, INC	34564	057435	BV122101	012000-520225	252.30	FRONT END PARTS FOR PRESCHOOL VAN
32542	GRAINGER	34566	9291355379	BV122101	025033-520321	80.20	20 BULBS
		34567	9277215167	BV122101	025032-520321	49.44	BALLAST FOR PV LIGHTS
		34568	9289351000	BV122101	025033-520312	81.60	GLOVES FOR DAILY CLEANING PVCC
		34569	9286753380	BV122101	025033-520321	56.32	LIGHT BULBS FOR MARQUEE SIGN PVCC
		34570	9281687906	BV122101	025032-520321	85.43	TIMER FOR OUTSIDE LIGHT PVCC
		34571	9280540551	BV122101	012000-520400	94.12	CABLE TIES
		34572	9282791947	BV122101	025032-520321	372.03	BULBS FOR PVCC BUILDING
		34573	9250918548	BV122101	025032-520321	40.86	HOSE CLAMP
		34574	9253482898	BV122101	025032-520321	40.86-	RETURN HOSE CLAMP
					<u>TOTAL VENDOR:</u>	819.14	
32915	GROVER WELDING COMPANY	34575	26870	BV122101	012000-520223	75.00	SPEDAIR AIR COMPRESSOR REPAIRS
33525	GYMNASTICS SPOT	34576	MEET	BV122101	023001-593177	2,660.00	ST. VALENTINE CLASSIC MEET
36165	HIGH PSI, LTD	34577	53232	BV122101	701000-586145	2,445.00	PRESSURE WASHER AND FLOOR SCRUBBER
37205	HONEYWELL INTERNATIONAL, INC.	34578	5238253794	BV122101	701000-586100	30,484.00	PVC CONTROLS
45686	JAMES DRIVE SAFETY LANE, LLC	34581	1518	BV122101	012000-520225	27.00	UNIT #4606 SAFTY LANE CHECK
45911	JC LICHT, LLC	34579	22006798	BV122101	012000-520321	155.90	POOL SUPPLIES
45985	JEFF ELLIS & ASSOCIATES, INC.	34580	20078980	BV122101	024022-513100	425.00	LIFEGUARD INSTRUCTOR CLASS
53845	HENRY LY	34582	REIMBURSE	BV122102	023001-593177	21.25	USAG BACKGROUND SCREENING
54420	MAINE-NILES ASSN OF SP REC	34583	16-165	BV122102	351000-552705	1,670.10	OCTOBER B 2016 INCLUSION
		34584	16-173	BV122102	351000-552705	1,236.95	NOVEMBER A 2016 INCLUSION
					<u>TOTAL VENDOR:</u>	2,907.05	

BOARD VOUCHERS

VENDOR NUMBER	NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
55355	ELIZABETH MC CANN	34585	MILEAGE	BV122102	021000-581300	183.60	REIMBURSE FOR MILEAGE TO PDS IN GALENA
55925	MC HENRY COUNTY NURSERY, INC.	34586	1449	BV122102	012000-520323	913.00	TREES FOR MANSFIELD, OKETO AND ORIOLE
56665	MENARD'S	34587	47867	BV122102	012000-520323	203.88	HOLIDAY LIGHTS
		34588	47899	BV122102	012000-520323	74.95	HOLIDAY LIGHTS
		34589	48010	BV122102	025033-520321	29.98	SUPPLIES FOR PVCC
		34590	48009	BV122102	012000-520323	173.62	HOLIDAY LIGHTS
		34591	46479	BV122102	025033-520321	75.00	SPOOL OF CAT5E CABLE
		34592	46128	BV122102	012000-520400	45.98	TRIGGER TORCH CARDED
		34593	46117	BV122102	012000-520400	27.45	PARKS MAINTENANCE SUPPLIES
		34594	45452	BV122102	025032-520321	30.15	PARK MAINTENANCE SUPPLIES
					<u>TOTAL VENDOR:</u>	661.01	
56815	METRO PROFESSIONAL PRODUCTS	34595	172645	BV122102	025033-520312	166.54	SUPPLIES FOR PVCC
		34596	169777A	BV122102	025032-520312	110.13	SUPPLIES FOR PVCC
					<u>TOTAL VENDOR:</u>	276.67	
57416	MINUTEMAN PRESS-MORTON GROVE	34597	38105	BV122102	025032-520120	72.00	MEMBERSHIP APPLICATION FORMS
60777	NILES WEST HIGH SCHOOL	34598	TSHIRTS	BV122102	023001-593177	860.00	GYMNASTICS T-SHIRTS
61176	NORTH SHORE FAUCETS	34599	16784	BV122102	025033-520321	4.92	FAUCET ADAPTER PVCC
69071	PARK DISTRICT RISK MANAGEMENT	34600	1116111	BV122102	301000-532610	3,697.00	NOVEMBER 2016 PROPERTY/LIABILITY
					301000-532630	2,147.57	
					301000-532615	505.04	
		34901	1116111H	BV122102	011000-530310	15,540.33	NOVEMBER 2016 HEALTH
					021000-530310	15,540.33	
					<u>TOTAL VENDOR:</u>	37,430.27	
76377	RUSSO POWER EQUIPMENT	34602	3547038	BV122102	012000-520223	58.49	SCAG MOWER REPAIR PARTS
77895	SEAWAY SUPPLY	34603	120828	BV122102	025033-520312	180.00	PAPER SUPPLY FOR PVCC
92826	PAT WEISS	34605	PROOFER	BV122102	021000-554400	140.00	PROFFER FOR WINTER/SPRING BROCHURE
					<u>TOTAL BOARD VOUCHERS</u>	90,176.32	

BOARD VOUCHERS

VENDOR	VOUCHER INVOICE	BATCH	BUDGET G/L			
NUMBER	NUMBER	NUMBER	NUMBER	AMOUNT	DESCRIPTION	

SUMMARY BY FUND:

CORPORATE	22,031.05
RECREATION	25,864.61
MUSEUM	95.00
LIABILITY INSURANCE	6,349.61
SPECIAL RECREATION	2,907.05
CAPITAL IMPROVEMENTS	32,929.00

<u>SUMMARY TOTAL</u>	<u>90,176.32</u>
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PAID VOUCHERS

VENDOR NUMBER	NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
03915	ANCEL, GLINK, DIAMOND,	34475	53463	VO111701	011000-551120	995.00	OCTOBER 2016 LEGAL FEES
12485	CALL ONE	34476	1106931	VO111701	011000-540150	746.67	PHONE SERVICE FROM NOV 15-
					021000-540150	1,742.22	14, 2016
					<u>TOTAL VENDOR:</u>	2,488.89	
12775	CANON FINANCIAL SERVICES, INC.	34526	16680948	VO112201	011000-554100	322.38	COPIER LEASE/USAGE
					021000-554100	322.38	
		34528	397595	VO110301	011000-560810	195.00	COPIER ATTACHMENTS
					<u>TOTAL VENDOR:</u>	839.76	
12833	CARD SERVICES	34544	11/2016 18	VO112202	011000-581300	36.00	NOVEMBER 2016 CREDIT CARD PURCHASES
					011000-581200	849.69	
					011000-520110	7.19	
					025032-520312	1,940.45	
					021000-581400	370.00	
					025032-520370	19.98	
					025000-554200	149.00	
					301000-582650	764.00	
					011000-581400	429.71	
					011000-580100	105.17	
					023006-593711	58.28	
					011000-581200	781.45	
					023008-593912	220.27	
					023008-593950	77.98	
					023004-594520	1,071.03	
					023001-593131	51.34	
					023001-593177	77.28	
					023007-593813	321.78	
					023007-593819	1,005.55	
					023007-593825	1,220.04	
					011000-581200	1,640.82	
					011000-520110	229.95	
					021000-581200	1,040.00	
					023001-593177	3,120.55	
					011000-581110	213.82	
					011000-520110	84.99	
					011000-520110	11.99	
					011000-581200	139.71	
					011000-520110	45.00	
					011000-581200	290.00	

PAID VOUCHERS

VENDOR NUMBER	NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
					021000-554405	20.00	
					021000-554400	60.00	
					021000-554400	250.00	
					021000-554405	1,250.00	
					021000-554405	570.46	
					021000-554405	29.70	
					021000-554405	28.65	
					011000-581200	139.71	
					021000-554405	29.00	
					021000-554405	98.78	
					021000-554405	138.00	
					<u>TOTAL VENDOR:</u>	18,987.32	
13907	CHICAGO METROPOLITAN FIRE	34529	606723	VO110301	012000-554100	210.00	FIRE ALARM MONITORING FOR GARAGE #3 FROM OCTOBER-DECEMBER 2016
		34530	606722	VO110301	025032-554100	210.00	FIRE ALARM MONITORING FOR PVCC FROM OCTOBER-DECEMBER 2016
		34531	606720	VO110301	151000-554600	210.00	FIRE ALARM MONITORING FOR MUSEUM FROM OCTOBER-DECEMBER 2016
		34532	606719	VO110301	151000-554600	210.00	FIRE ALARM MONITORING FOR MUSEUM ANNEX FROM OCTOBER-DECEMBER 2016
		34533	606753	VO110301	024022-552200	210.00	FIRE ALARM MONITORING FOR ORIOLE BUILDING FROM OCTOBER- DECEMBER 2016
					<u>TOTAL VENDOR:</u>	1,050.00	
13908	CHICAGO TRIBUNE MEDIA GROUP	34477	CYC0618232	VO111701	011000-520160	17.09	CLASSIFIED LISTING ONLINE AVAILABILITY OF AUDIT
15184	COLLEY ELEVATOR CO.	34534	155635	VO110301	025033-554100	189.00	NOVEMBER 2016 ELEVATOR INSPECTION
15265	COMCAST CABLE	03478	1320298801	VO111701	025032-552300	750.02	CABLE SERVICE TO CLUB FITNESS FROM 11/10/16-12/9/16
15271	COMED	34479	1047119014	VO111701	021000-540110	21.40	ELECTRIC FOR JACOB'S GAZEBO FROM 10/7/16-11/7/16
		34481	0515070041	VO111601	011000-540110	11.31	ELECTRIC FOR PARKING LOT LITE 6210 DEMPSTER FROM 10/11/16-11/9/16
					<u>TOTAL VENDOR:</u>	32.71	

PAID VOUCHERS

VENDOR NUMBER NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
15395 CONSTELLATION NEWENERGY, INC.	34482	2715657017	VO111601	024022-540110	518.98	ELECTRIC FOR ORIOLE POOL FROM 9/13/16-10/10/16
	34484	2799627000	VO111601	021000-540110	85.41	ELECTRIC FOR NATIONAL PARK FROM 9/9/16-10/9/16
	34485	1038557006	VO111601	021000-540110	103.94	ELECTRIC FOR AUSTIN PARK FROM 9/9/16-10/9/16
	34486	2550465008	VO111601	021000-540110	70.90	ELECTRIC FOR MANSFIELD PARK FROM 9/12/16-10/10/16
	34487	0733082034	VO111601	151000-540110	112.06	ELECTRIC FOR MUSEUM ANNEX FROM 9/12/16-10/10/16
	34488	0867047005	VO111601	021000-540110	89.88	ELECTIC FOR OKETO PARK FROM 9/8/16-10/6/16
	34489	019827000	VO111601	011000-540110	961.00	ELECTRIC FOR PVCC FROM
				021000-540110	961.00	9/12/16-10/10/16
				025033-540110	4,484.64	
	34490	0393000078	VO111601	021000-540110	61.46	ELECTRIC FOR HREN PARK FROM 9/12/16-10/10/16
	34491	2130052007	VO111601	151000-540110	108.18	ELECTRIC FOR MUSEUM FROM 9/12/16-10/10/16
	34492	0095623000	VO111601	024021-540110	1,156.14	ELECTIC FOR HARRER PARK FROM 9/14/16-10/13/16
				<u>TOTAL VENDOR:</u>	8,713.59	
17925 DEFRANCO PLUMBING	34493	21747	VO112201	025033-570200	1,200.00	REPAIR 6" SVCI DOWNSPOUT AT PVCC
18608 DIRECT FITNESS SOLUTIONS, LLC	34494	517598	VO111601	025032-520210	115.00	REPAIRS TO FITNESS EQUIPMENT
23005 ELK GROVE GYMNASTICS SCHOOL	34495	CLASSIC ME	VO111601	023001-593177	950.00	ELK GROVE CLASSIC MEET
25985 EVERBANK COMMERCIAL FINANCE	34524	4078503	VO112201	011000-554100	293.22	COPIER RENTAL/INS
32935 GROOT INDUSTRIES 3397	03496	14534137	VO111601	012000-554100	74.01	RECYLING FOR 6250 W. DEMPSTER ON 11/1/16
	03497	14534136	VO111601	025033-552300	322.12	GARBAGE P/U FOR PVCC ON 11/1/16
				<u>TOTAL VENDOR:</u>	396.13	
33523 GYMKHANA GYMNASTICS	34527	WORKSHOP	VO112201	023001-593177	870.00	SANTA'S WORKSHOP ENTRY FEES
33695 LAURA HABEEB	34545	PAYROLL	VO111804	023001-593177	211.98	PAYROLL 11/18/16 NEVER PAID

PAID VOUCHERS

VENDOR NUMBER	NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
37340	HORCHERS COUNTRY FLOWERS	34499	HALLOWEEN		VO111601 023008-593912	525.00	HALLOWEEN SUPPLIES
41752	NCPERS GROUP LIFE INSURANCE	34520	LIFE INS	VO112201	011000-210965	24.00	LIFE INSURANCE DEDUCTED FROM PAYROLL 11/4/16
		34521	LIFE INS	VO112201	011000-210965	24.00	LIFE INSURANCE DEDUCTED FROM PAYROLL 11/18/16
<u>TOTAL VENDOR:</u>						48.00	
51385	LANER MUCHIN, LTD	34500	506061	VO111601	011000-551120	3,660.00	SEPTEMBER/OCTOBER 2016 LEGAL FEES
51876	LEENDA'S MEET	34536	MEET FEE	VO110301	023001-593177	1,650.00	ISLAND ADVENTURE MEET FEE
53725	LURVEY LANDSCAPE SUPPLY	34535	10166972	VO110301	012000-570400	119.70	MULCH FOR FLOWER BEDS AT PARKS
		34541	10179666	VO110301	012000-570300	18.13	7 ROLLS OF SOD
<u>TOTAL VENDOR:</u>						137.83	
55222	MORTON GROVE PARK DISTRICT	34519	MEDICAL	VO112201	011000-210955	2,133.00	MEDICAL INSURANCE DEDUCTED FROM PAYROLL 11/18/16
		34537	MEDICAL	VO110301	011000-210955	2,133.00	MEDICAL INSURANCE DEDUCTED FROM PAYROLL 11/4/16
<u>TOTAL VENDOR:</u>						4,266.00	
56810	METRA GROUP TRAVEL	34501	SILVER BEL	VO111601	023008-594925	456.00	TRIP 1 FOR SILVER BELL EXPRESS DECEMBER 10, 2016
		34502	SILVER BEL	VO111601	023008-594925	316.80	TRIP 2 FOR SILVER BELL EXPRESS DECEMBER 17, 2013
<u>TOTAL VENDOR:</u>						772.80	
61285	NOTARY PUBLIC ASSOCIATION	34503	RENEWAL	VO111601	011000-520110	54.00	NOTARY RENEWAL OF COMMISION
69071	PARK DISTRICT RISK MANAGEMENT	34522	LIFE INS	VO112201	011000-210965	54.01	LIFE INSURANCE DEDUCTED FROM PAYROLL 11/4/16
		34523	LIFE INS	VO112201	011000-210965	54.01	LIFE INSURANCE DEDUCTED FROM PAYROLL 11/18/16
<u>TOTAL VENDOR:</u>						108.02	

PAID VOUCHERS

VENDOR NUMBER	NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
69074	PARK DISTRICT OF OAK PARK	34504	INVITE	VO111601	023001-593177	270.00	BLIZZARD GYMNASTICS INVITE DECEMBER 4, 2016
70255	PETTY CASH-LAURA KEE	34543	REPLENISH	VO112901	023008-593911	10.88	REPLENISH H/R CASH
					023007-593825	5.99	
					023007-593825	5.00	
					023007-593823	12.98	
					023007-593823	7.50	
					023007-593823	5.00	
					011000-520110	3.00	
					023007-593823	5.89	
					023007-593825	14.12	
					023007-593823	14.98	
					011000-581300	51.25	
					023007-593823	10.00	
					023007-593823	5.00	
					011000-589105	60.00	
					<u>TOTAL VENDOR:</u>	211.59	
70263	PETTY CASH-SUSAN BRAUBACH	34542	HOLLY DAYS	VO112901	023008-593950	300.00	BANK FOR HOLLY DAYS
70905	PITNEY BOWES GLOBAL FINANCIAL	34505	3100748459	VO111601	011000-554100	276.78	POSTAGE MACHINE LEASE
71460	POSTMASTER	34474	PERMIT #3	VO111501	021000-520130	1,753.51	PERMIT #3 POSTAGE FR WINTER SPRING BROCHURE
75635	ROSE PEST SOLUTIONS	34506	1863282	VO111601	012000-554600	20.00	NOVEMBER 2016 PEST CONTROL FOR MANSFIELD PARK
		34507	1863302	VO111601	012000-554600	20.00	NOVEMBER 2016 PEST CONTROL FOR AUSTIN PARK
		34508	1863303	VO111601	012000-554600	20.00	NOVEMBER 2016 PEST CONTROL FOR NATIONAL PARK
		34509	1863281	VO111601	012000-554600	36.35	NOVEMBER 2016 PEST CONTROL FOR HARRER PARK
		34510	1863301	VO111601	012000-554600	20.00	NOVEMBER 2016 PEST COTROL FOR OKETO PARK
		34511	1863279	VO111601	024022-552200	20.00	NOVEMBER 2016 PEST CONTROL FOR ORIOLE PARK
		34512	186328	VO111601	025032-554100	50.15	NOVEMBER 2016 PEST CONTROL FOR PVCC
					<u>TOTAL VENDOR:</u>	186.50	

PAID VOUCHERS

VENDOR NUMBER NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
76832 S & S WORLDWIDE, INC.	34513	10563918	VO111601	023006-593711	226.87	PRESCHOOL SUPPLIES
87704 ULTIMATE GYMNASTICS	34518	INVITE	VO111601	023001-593177	595.00	ULTIMATE INVITE
90095 VERIZON WIRELESS	34538	9773997408	VO110301	011000-540150	104.93	CELL PHONES FROM 9/21/16-10/20/16
				021000-540150	104.93	
				012000-540150	52.46	
	34539	9773997410	VO110301	011000-540150	77.75	IPADS FROM 9/21/16-10/20/16
				021000-540150	77.75	
	34540	9773997409	VO110301	023006-593711	127.49	FIELDHOUSE CELLS FROM
				023007-593825	59.85	9/21/16-10/20/16
				023007-593830	19.95	
				<u>TOTAL VENDOR:</u>	625.11	
90331 VILLAGE OF MORTON GROVE	34514	0016718	VO111601	012000-520500	1,004.71	OCTOBER 2016 REGULAR FUEL/GAS/DIESEL GAS
	34515	007598-000	VO111601	024022-540130	35.88	6834 DEMPSTER FIRELINE
	34516	012862-001	VO111601	151000-540130	35.88	6148 DEMPSTER FIRELINE
	34517	009990-000	VO111601	024021-540130	35.88	6250 DEMPSTER FIRELINE
				<u>TOTAL VENDOR:</u>	1,112.35	
				<u>TOTAL PAID VOUCHERS</u>	54,879.07	

PAID VOUCHERS

VENDOR		VOUCHER	INVOICE	BATCH	BUDGET	G/L		
NUMBER	NAME	NUMBER	NUMBER	NUMBER	NUMBER		AMOUNT	DESCRIPTION

SUMMARY BY FUND:

CORPORATE	18,851.96
RECREATION	34,586.99
MUSEUM	676.12
LIABILITY INSURANCE	764.00

<u>SUMMARY TOTAL</u>	<u>54,879.07</u>
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REFUNDS

VENDOR	VOUCHER	INVOICE	BATCH	BUDGET	G/L		
NUMBER	NUMBER	NUMBER	NUMBER	NUMBER	NUMBER	AMOUNT	DESCRIPTION

REFUNDS:

MELISSA DAVITO	BASE	CK112103	023007-490825	638.01	BASE
HYUNJOO LEE	BASKETBALL	CK112103	023001-490193	72.00	BASKETBALL

<u>TOTAL REFUNDS</u>	710.01
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REFUNDS

VENDOR NUMBER	NAME	VOUCHER NUMBER	INVOICE NUMBER	BATCH NUMBER	BUDGET G/L NUMBER	AMOUNT	DESCRIPTION
<u>SUMMARY BY FUND:</u>							
						RECREATION	710.01
						<u>SUMMARY TOTAL</u>	<u>710.01</u>
<u>SUMMARY BY FUND:</u>							
						CORPORATE	40,883.01
						RECREATION	61,161.61
						MUSEUM	771.12
						LIABILITY INSURANCE	7,113.61
						SPECIAL RECREATION	2,907.05
						CAPITAL IMPROVEMENTS	32,929.00
						<u>GRAND TOTAL:</u>	<u>145,765.40</u>
TOTAL PAGES: 14							

To the Finance Officer:

The payment of the above listed accounts has been approved by the Board of Commissioners at their meeting held on DECEMBER 21, 2016 and you are hereby authorized to pay them from the appropriate funds.

(President)

(Treasurer)

Motions + Back-up Information

**MORTON GROVE PARK DISTRICT
BOARD MOTIONS
December 21, 2016**

Administration and Finance Committee – Commissioner Manno, Pro-Tem

Park Board Appointment: I move to appoint Steve Schmidt to the Morton Grove Park District Board of Park Commissioners.

Tax Levy:

I move to accept the recommendation of the Administration and Finance Committee to approve the Morton Grove Park District 2016 Tax Levy Ordinance #O-07-16.

Tax Extension:

I move to accept the recommendation of the Administration and Finance Committee to approve the Morton Grove Park District Tax Extension, Resolution #R-10-16.

Anti-Bullying Policy:

I move to accept the recommendation of the Administration and Finance Committee to approve the Anti-Bully Policy which will be included in the General Practices Manual.

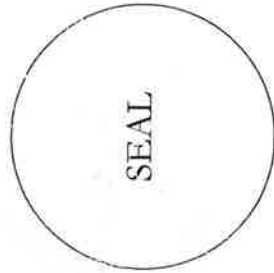
Strategic Plan:

I move to accept the recommendation of the Administration and Finance Committee to approve the 2017-2022 Strategic Plan.

OATH OF OFFICE

I, STEVE SCHMIDT, DO SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES, AND THE CONSTITUTION OF THE STATE OF ILLINOIS, AND THAT I WILL FAITHFULLY DISCHARGE THE DUTIES OF THE OFFICE OF PARK DISTRICT COMMISSIONER ACCORDING TO THE BEST OF MY ABILITY.

Given this 21st day of December, 2016



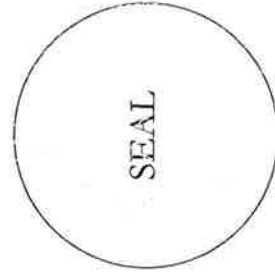
Board Secretary, Jeffrey Wait

Signature, Steve Schmidt

OATH OF OFFICE

I, STEVE SCHMIDT, DO SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES, AND THE CONSTITUTION OF THE STATE OF ILLINOIS, AND THAT I WILL FAITHFULLY DISCHARGE THE DUTIES OF THE OFFICE OF PARK DISTRICT COMMISSIONER ACCORDING TO THE BEST OF MY ABILITY.

Given this 21st day of December, 2016



Board Secretary, Jeffrey Wait

Signature, Steve Schmidt



Memorandum

To: Park Board of Commissioners
From: Marty O'Brien, Superintendent of Finance
Date: December 7, 2016
Regarding: 2016 Tax Levy Ordinance #O-07-16 and Resolution #R-10-16

Issue:
Discuss the Morton Grove Park District 2016 tax levy.

Discussion:
The Morton Grove Park District has prepared a 2016 tax levy for taxes to be collected in calendar year 2016. As shown in the attached document, the proposed tax levy increases by 4.07% over the previous year. Also included is Resolution #R-10-16 to limit the levy of certain funds.

In addition, the proposed tax levy is addressing the inadequate fund balance as stated in the management letter issued by our external auditors Lauterbach & Amen. The proposed 2016 levy will provide the necessary revenues in each fund to cover the 2017-2018 budget and keep the Park District in compliance with our Fund Balance Policy. Our ultimate goal as always is to add transparency to the budget process.

Park Board Action:
Approve 2016 tax levy.

ORDINANCE #0-07-16

**AN ORDINANCE
PROVIDING FOR THE ANNUAL LEVY OF TAXES
OF THE MORTON GROVE PARK DISTRICT
FOR THE YEAR 2016**

BE IT ORDAINED by the Board of Commissioners of the MORTON GROVE PARK DISTRICT, Cook County, State of Illinois.

SECTION 1: That the following sums of money, or as much thereof as may be authorized by law, be and the same are hereby levied upon all taxable property within said MORTON GROVE PARK DISTRICT. The specific amounts hereby levied for various purposes are set forth below, said taxes so levied being for said current fiscal year of said District and for the said purposes to be raised by taxation, the total of which have been ascertained as aforesaid, and being as follows:

SECTION 2: That the items levied are as follows:

TOTAL LEVY FOR GENERAL CORPORATE FUND	\$1,060,000
TOTAL LEVY FOR RECREATION FUND	760,000
TOTAL LEVY FOR POLICE FUND	1,000
TOTAL LEVY FOR PAVING & LIGHTING FUND	1,000
TOTAL LEVY FOR MUSEUM FUND	1,000
TOTAL LEVY FOR I.M.R.F. FUND	220,000
TOTAL LEVY FOR SOCIAL SECURITY FUND	120,000
TOTAL LEVY FOR LIABILITY INSURANCE FUND	100,000
TOTAL LEVY FOR HANDICAPPED PROGRAM FUND	290,000
TOTAL LEVY FOR AUDIT FUND	<u>15,500</u>
TOTAL LEVIED FOR 2016.....	<u>2,568,500</u>

SECTION 3: That the total amount of TWO MILLION FIVE HUNDRED and SIXTY-EIGHT THOUSAND FIVE HUNDRED and no/100th (\$2,568,500) DOLLARS, exclusive of bond principal and interest, ascertained as aforesaid, be, and the same is hereby levied and assessed on all property subject to taxation within the MORTON GROVE PARK DISTRICT according to the value of said property as the same is assessed and equalized for state and county purposes for the current year.

SECTION 4: The Secretary of the MORTON GROVE PARK DISTRICT shall file with the County Clerk of the County of Cook, State of Illinois, a certified copy of this Ordinance and said County Clerk shall ascertain the rate per centum, which upon the total value of all property subject to taxation with the District, at the full, fair cash value as the same is assessed and equalized by the Department of Revenue of the State of Illinois for state and county purposes for the year 2016, will produce the net amounts herein levied and ordered certified, and he shall extend the tax upon the tax books of the Collector of the state and county taxes within said District as provided by law.

SECTION 5: That the invalidity of any portion of this Ordinance or any of the items hereof, shall not render invalid any other portion or item thereof which can be given effect without the invalid part.

SECTION 6: That this Ordinance shall be in full force and effect from and after its passage and approval, according to laws.

Passed this 21st day of December, 2016.

AYES:

NAYS:

ABSENT:

ABSTAIN:

Daniel Staackmann, President, Board of Park Commissioners

ATTESTED AND SIGNED in my office this 21st day of December 2016.

Jeffrey Wait, Secretary, Morton Grove Park District

CERTIFICATION OF COMPLIANCE

STATE OF ILLINOIS]

] SS.

COUNTY OF COOK]

I, DANIEL STAACKMANN, do hereby certify that I am the duly qualified and acting President and Presiding Officer of the MORTON GROVE PARK DISTRICT, Cook County, Illinois, and I do further certify that the foregoing Levy Ordinance was passed in full compliance with the provisions of The Truth In Taxation Law, Chapter 35 Illinois Compiled Statutes, Paragraph 200/18/55 et. seq.

Daniel Staackmann, President and Presiding Officer of the Morton Grove Park District

DATED: _____

CERTIFICATION

STATE OF ILLINOIS]

] SS.

COUNTY OF COOK]

I, Jeffrey Wait, Secretary of the Board of Park Commissioners of the MORTON GROVE PARK DISTRICT, County of Cook, State of Illinois, do hereby certify that I am the duly qualified and acting Secretary of the Board of Park Commissioners of the MORTON GROVE PARK DISTRICT, County of Cook and State of Illinois. I do further certify that as such official, I have care and custody of all official records of the Board of Park Commissioners of said MORTON GROVE PARK DISTRICT and I do further certify that the annexed and foregoing is a true and correct copy of the Levy Ordinance for the Year 2016, accepted and passed by the Board of Park Commissioners of the MORTON GROVE PARK DISTRICT at a meeting held on the 21st day of December, 2016, and that said ordinance passed as aforesaid, was deposited and filed in the office of the Secretary on the 21st day of December 2016.

I do further certify that the original, of which the foregoing is a true copy, has been entrusted to my care and safekeeping and that I am the official keeper of same.

I do further certify that the vote of the Board of Park Commissioners of the MORTON GROVE PARK DISTRICT on the motion to adopt the aforesaid ordinance was as follows:

AYES:

NAYS:

ABSENT:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the MORTON GROVE PARK DISTRICT this 21st day of December 2016.

Jeffrey Wait, Secretary of the Board of Park Commissioners
Of the MORTON GROVE PARK DISTRICT, Cook County, Illinois

Morton Grove Park District Proposed 2016 Tax Levy

Fund	2015 Tax Levy				2016 Tax Levy			
	Total Levy	Extended Levy	Levied Rate	Percent of Total	Total Levy	Extended Levy	Levied Rate	Percent of Total
01 Corporate	\$1,052,145	\$1,014,099	0.1491	29.89%	\$1,060,000	\$1,091,800	0.1602	30.42%
02 Recreation	\$522,725	\$503,989	0.0741	14.86%	\$760,000	\$782,800	0.1148	21.81%
05 Police	\$1	\$1	0.0000	0.00%	\$1,030	\$1,030	0.0002	0.03%
10 Paving & Lighting	\$1	\$1	0.0000	0.00%	\$1,030	\$1,030	0.0002	0.03%
15 Museum	\$1	\$1	0.0000	0.00%	\$1,030	\$1,030	0.0002	0.03%
20 IMRF	\$312,900	\$300,625	0.0442	8.86%	\$220,000	\$226,600	0.0332	6.31%
22 FICA	\$208,060	\$200,643	0.0295	5.91%	\$120,000	\$123,600	0.0181	3.44%
25 Bond & Interest	\$945,855	\$945,855	0.1391	27.88%	\$952,476	\$952,475.68	0.1397	26.54%
30 Liability Insurance	\$145,230	\$140,110	0.0206	4.13%	\$100,000	\$103,000	0.0151	2.87%
35 Special Recreation - Handicapped	\$298,700	\$272,059	0.0400	8.02%	\$290,000	\$290,000.00	0.0425	8.08%
40 Audit	\$15,965	\$14,963	0.0022	0.44%	\$15,500	\$15,965	0.0023	0.44%
Total Levy	\$3,501,583	\$3,392,346	0.499	100.00%	\$3,520,976	\$3,589,331	0.527	100.00%

Less: Debt Service

\$945,855 **\$952,476** **0.70% % Increase**

Truth in taxation rate

\$3,392,346 **\$3,520,976** **3.79% % Increase**

\$2,446,491 **\$2,568,500** **4.99% % Increase**

2015 EAV \$680,147,457 2016 EAV Estimated \$681,647,457

Used for Truth in Taxation Publication

Tax Limit Calculations:

	Tax Cap	Truth in Taxation
2015 Tax Extension (excluding bonds & Spec. Rec. CPI (.07%))	\$0	2015 Tax Levy
	\$0 (a)	\$2,446,491
2015 EAV (w/o new growth)	\$680,147,457 (b)	Limiting Amount
		103%
2015 Limiting Rate	0.0000000 (c)	2016 Tax Levy
	(a)/(b/100))	\$2,568,500
2015 EAV (with new growth)	\$681,647,457 (d)	Prior Year EAV with New Growth
		2015 EAV @ 0% growth
		\$680,147,457
		2016 New Growth
		\$1,500,000
2015 Limited Levy	\$0	Adjusted Prior Year EAV
		\$681,647,457

**RESOLUTION #R-10-16
DIRECTING THE COOK COUNTY CLERK
TO LIMIT THE LEVY OF CERTAIN
FUNDS IN THE 2016 TAX EXTENSION**

WHEREAS, the Morton Grove Park District has filed with the Cook County Clerk an Ordinance for the levy of taxes for the year 2016 on all property within the District; and

WHEREAS, the Illinois Legislature has enacted The Property Tax Extension Limitation Act, known as PA 89-01, which required the County Clerk to proportionally reduce the levy of each fund subject to the Act in the event such fund exceeds the tax cap limitation, unless directed otherwise by the District; and

WHEREAS, the District desires to direct the Cook County Clerk as to which funds to limit in making the District's 2016 tax extension, should limitation of funds be necessary in order for the District to comply with The Property Tax Extension Limitation Act.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF COMMISSIONERS OF THE Morton Grove PARK DISTRICT, COOK COUNTY, ILLINOIS, AS FOLLOWS:

1. The corporate authorities do hereby incorporate the foregoing clauses into the Resolution as though fully set forth therein and thereby making the findings as set forth above.
2. The Morton Grove Park District hereby directs the Cook County Clerk not to limit the levy set forth for the following funds:

Corporate

Recreation Fund

Retirement Funds

Handicapped Fund

Property, Liability, Unemployment Funds

3. The Morton Grove Park District hereby directs the Cook County Clerk to limit

proportionally the following funds if necessary in order for the District to comply with the Property Tax Extension Limitation Act:

Paving and Lighting

Museum

Police

4. This Resolution shall be in full force and effect from and after its adoption.

PASSES THIS 21st DAY OF DECEMBER, 2016.

AYES: _____ NAYS: _____ ABSENT: _____ ABSTAIN: _____

APPROVED BY PRESIDENT OF THE BOARD ON THIS 21st DAY OF December 2016.

Daniel Staackmann, President
Board of Park Commissioners
Morton Grove Park District

ATTESTED and FILED in my office
this 21st day of December 2016.

Jeffrey Wait, Secretary
Morton Grove Park District



Memorandum

To: Board of Park Commissioners
From: Marty O'Brien, Superintendent of Finance
Date: December 7, 2016
Subject: Truth in Taxation Hearing

Issue:

The Truth in Taxation hearing to be held on December 21, 2016 to allow public comment on the tax levy.

Discussion:

The Truth in Taxation law requires a taxing district to compare the amount of its proposed aggregate property tax levy, to the amount of taxes extended for the district in the prior year. A notice must be published in a newspaper and a public hearing must be held, if the proposed aggregate tax levy is more than 5% of the previous year's tax extension. The tax extension does not include the bond and interest funds when computing the 5% increase.

It should be noted that the Morton Grove Park District tax levy for 2016 is 3.79% greater than the previous year and therefore the Truth in Taxation hearing is not required. The Morton Grove Park District still wishes to conduct this hearing for transparency purposes.

Park Board Action:

Discussion item only.



Memorandum

To: Board of Park Commissioners
From: Jeffrey Wait, Executive Director
Date: December 7, 2016
Regarding: Anti-Bullying Policy

Issue:

The Morton Grove Park District does not have an Anti-Bullying Policy (see attached).

Discussion:

The Morton Grove Park District recognizes that an environment that is physically and emotionally safe and secure for all participants promotes good citizenship, increases attendance and supports achievement. To protect the rights of all participants and groups for a safe and secure environment, the District should prohibit acts of bullying, harassment, and other forms of aggression and violence. Bullying or harassment, like other forms of aggressive and violent behaviors, interferes with a participant's ability to learn and limits involvement.

This District does have a behavioral policy or code of conduct as well. This policy is limited in its scope and only covers program rules such as use of appropriate language, respect for staff and equipment, and prohibits acts of physical contact. The Anti-Bullying Policy covers conduct outside of these behavior that can have a direct effect on participant's safety, enjoyment and ability to achieve. Together these policies will better protect participants from adverse actions from others.

Park Board Action:

For the Board of Park Commissioners to approve the proposed Anti-Bullying Policy.

Morton Grove Park District

Anti-Bullying Policy

The Morton Grove Park District (PARK DISTRICT) recognizes that an agency that is physically and emotionally safe and secure for all participants promotes good citizenship, increases attendance and supports achievement. To protect the rights of all participants and groups for a safe and secure environment, the PARK DISTRICT prohibits acts of bullying, harassment, and other forms of aggression and violence. Bullying or harassment, like other forms of aggressive and violent behaviors, interferes with a participant's ability to learn and limits involvement.

All administrators, staff, parents, volunteers, and participants are expected to refuse to tolerate bullying and harassment and to demonstrate behavior that is respectful and civil. It is especially important for adults to model these behaviors (even when disciplining) in order to provide positive examples for participant behavior.

"Bullying" or "harassment" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e., cyber bullying, through the use of internet, cell phone, personal digital assistant (pda), smart phone, computer, or wireless handheld device, currently in use or later developed and used) that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic, or is based upon association with another person who has or is perceived to have any distinguishing characteristic. Bullying and harassment also include forms of retaliation against individuals who report or cooperate in an investigation under this policy. Such behaviors are considered to be bullying or harassment whether they take place on or off PARK DISTRICT property, at any PARK DISTRICT sponsored function, or in a PARK DISTRICT vehicle or at any time or place where a staff or participant's imminent safety or over-all well-being may be an issue.

Bullying or harassment is any conduct that meets all of the following criteria:

- is reasonably perceived as being dehumanizing, intimidating, hostile,
- humiliating, threatening, or otherwise likely to evoke fear of physical harm or
- emotional distress;
- is directed at one or more individuals;
- is conveyed through physical, verbal, technological or emotional means;
- substantially interferes with educational opportunities, benefits, or programs of one or more individuals;

- adversely affects the ability of an individual to participate in or benefit from PARK DISTRICT activities by placing the individual in reasonable fear of physical harm or by causing emotional distress; and,
- is based on an individual's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

The scope of this policy includes the prohibition of every form of bullying, harassment, and cyber bullying/harassment, whether in a park district program room, on school premises where park district programs are held, immediately adjacent to PARK DISTRICT premises, or at a park district-sponsored event, whether or not held on PARK DISTRICT premises. Bullying or harassment, including cyber bullying/harassment, that is not initiated at a location defined above is covered by this policy if the incident results in a potentially material or substantial disruption of the PARK DISTRICT's programs for one or more individuals and/or the orderly day-to-day operations of any PARK DISTRICT program.

The Morton Grove Park District expects all individuals to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other individuals, staff, volunteers, and other district officials.

The Morton Grove Park District recognizes that in order to have the maximum impact, it is critical to provide a minimum of annual training for employees and volunteers who have significant contact with participants on district policies and procedures regarding bullying and harassment. Training will provide employees with a clear understanding of their roles and responsibilities and the necessary skills to fulfill them.

The Morton Grove Park District believes that standards for individual's behavior must be set through interaction among the participants, parents and guardians, staff, and community members of PARK DISTRICT, producing an atmosphere that encourages participants to grow in self-discipline and their ability to respect the rights of others. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of individuals, staff, parents, and community members.

The Morton Grove Park District believes that the best discipline for inappropriate aggressive behavior is designed to (1) support participants in taking responsibility for their actions, (2) develop empathy, and (3) teach alternative ways to achieve the goals and solve problems that motivated the inappropriate aggressive behavior. Staff members who interact with

individuals shall apply best practices designed to *prevent* discipline problems and encourage abilities to develop self-discipline and make better choices in the future.

Since bystander support of bullying and harassment can encourage these behaviors, the district prohibits both active and passive support for acts of harassment or bullying. The staff should encourage participants *not* to be part of the problem; *not* to pass on the rumor or derogatory message; to walk away from these acts when they see them; to constructively attempt to stop them; to report them to the designated authority; and to reach out in friendship to the target. Periodic meetings should be conducted to teach bystanders how and when to respond to bullying and harassment incidents. Informal discussions and activities designed to provide awareness and increase connectedness promote a positive shift in peer norms that will support empowered bystanders. When bystanders do report or cooperate in an investigation, they must be protected from retaliation with the same type of procedures used to respond to bullying and harassment.

Factors for Determining Consequences

- Age, development, and maturity levels of the parties involved
- Degree of harm (physical and/or emotional distress)
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Incidences of past or continuing pattern(s) of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

Note: Consequences must be fair and impartial.

Consequences and appropriate remedial actions for a participant or staff member who engages in one or more acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or termination. Employees will also be held accountable for bullying or harassing behavior directed toward employees, volunteers, parents, participants or district officials. Consequences for a participant who commits an act of bullying and harassment shall vary in method and severity according to the nature of the behavior, the developmental age of the individual, and the history of problem behaviors and performance. Remedial measures shall be designed to: *correct the problem behavior*; *prevent another occurrence* of the behavior; and *protect the victim* of the act. Effective discipline should employ a district-wide approach to adopt a rubric of bullying offenses and the associated consequences.

The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences

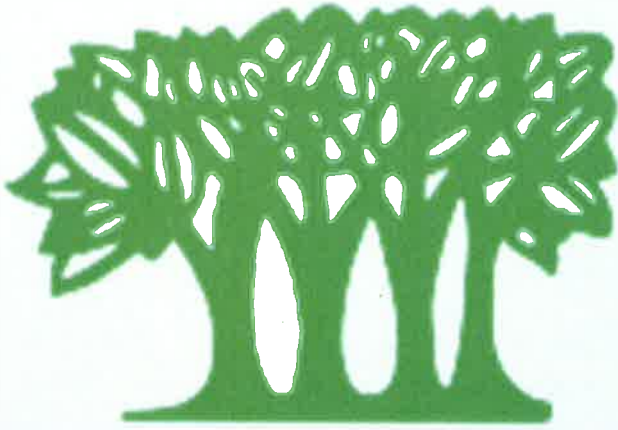
- Temporary removal from the program
- Loss of privileges
- Program suspension
- Legal action

All employees are required to report alleged violations of this policy to their supervisor. All other members of the community, including participants, parents, volunteers, and visitors are encouraged to report any act that may be a violation of this policy to the Park District Executive Director. Reports may be made anonymously, but formal disciplinary action *may not* be based solely on the basis of an anonymous report.

The Morton Grove Park District prohibits reprisal or retaliation against any person who reports an act of bullying or harassment or cooperates in an investigation. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

The Morton Grove Park District prohibits any person from falsely accusing another as a means of bullying or harassment. The consequences and appropriate remedial action for a *person* found to have falsely accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including legal action. Consequences and appropriate remedial action for an *employee* found to have falsely accused another as a means of bullying or harassment shall be in accordance with district policies, procedures, and agreements.

The Morton Grove Park District requires district officials to annually disseminate the policy to all staff along with a statement explaining that it applies to all applicable acts of harassment and bullying that occur. The PARK DISTRICT will incorporate information regarding the policy against harassment or bullying into its employee training programs and publications.



**Morton Grove
Park District**
Quality Parks & Recreation

STRATEGIC PLAN
2017 - 2022

Contents and Acknowledgements

Introductory Letter-Board President.....	3
Executive Summary	4
Strategic Initiatives.....	8
Strengths, Weakness, Opportunitites & Threats	38
Attachments	40



Acknowledgements

Board Members

Daniel J. Staackmann, President
Mark Manno, Vice President
Dan Ashta, Treasurer
Georgianne Brunner, Commissioner

Executive Steering Committee Members

Jeff Wait, Executive Director
Greg Jaynes, Supt. of Parks and Facilities
Joe Bruntmyer, Supt. of Recreation
Marty O'Brien, Supt. of Finance
Laura Kee, Supt. of HR and Risk Management
Claudia Marren, Executive Administrative Assistant
Kari Redmond, Recreation Supervisor
Sue Braubach, Fitness and Wellness Manager
John Stroesser, Parks Foreman
Tim Brunning, Park Maintenance

Consultants

Chuck Balling
Charlie Williams



**Morton Grove
Park District**

Quality Parks & Recreation

Dear Community member,

It is my pleasure to present the Morton Grove Park District's Strategic Plan for 2017–2022.

This plan was formulated over the past six months in three phases:

1. Community, board and staff input
2. Staff research and planning
3. Board of Park Commissioners review and approval

Please take the time to read the Executive Summary on page 4 and review the entire report.

This plan establishes a roadmap for the park district to achieve success in all areas of its operation and provide the community with an increased sense of pride in their park district.

Thank you for taking the time to review this plan. If you have any questions please feel free to call Jeff Wait, Executive Director, at 847-965-0383 or jwait@mgparks.com.

Sincerely,

Dan Staackmann

President, Board of Park Commissioner

Executive Summary

Morton Grove...

The Village of Morton Grove, Illinois (pop. 23,270) is a progressive, family-oriented community located 15 miles northwest of downtown Chicago in Cook County. Morton Grove's unique location (between I-94 and I-294), combined with its dedication to delivering the highest level of services to its residents, excellent schools, and abundance of park and forest preserve land, make it an ideal community in which to live and work. Nearly 20% of the land in Morton Grove is owned by the Cook County Forest Preserve and is dedicated to open space and recreation. Although primarily residential in nature, Morton Grove's 5.2 square miles includes a healthy commercial and industrial base as well. The community is bordered by the Villages of Glenview and Golf on the north, Skokie on the east, and Niles on the south and west.



Morton Grove Park District...



The Morton Grove Park District has been providing memorable experiences in parks and recreation since its inception in 1951. The District serves an active and engaging community of 23,000. As a separate municipal governing agency, the District is responsible for providing parks, facilities and recreational programs for the community. The organization is led by five (5) elected park commissioners, 24 full time staff and nearly 200 seasonal and part time employees. The district owns and maintains ten facilities including two outdoor pools, a museum, four field houses, a 50,000-square foot community center and 14 parks totaling over 70 acres. The District is a member of the Illinois Park and Recreation Association (IPRA) and the Illinois Association of Park Districts (IAPD). The District also contracts with the Maine Niles Association of Special Recreation to provide for recreational services to individuals with Special Needs.

This past year, the Morton Grove Park District has successfully transitioned several key leadership positions on the Board of Park Commissioners and administration. Park District finances remained stable. The Board and staff worked collectively with School District #67 to revise their use agreement of Hren Park that helped the district to secure much needed programming space for its GAP and BASE programs. It also revised its agreement with the Morton Grove Historical Society better outlining roles and responsibilities.

Staff has created over 100 new recreation programs for the community, installed air conditioners in all four field houses, replaced outdated playgrounds at Oriole and Overhill Parks, installed Thor Guard Lightning Prediction Systems in all of the parks-adding a new level of alerting athletic field users of pending severe weather, and looked for ways to streamline services and cut expenses so that the District didn't need to raise fees and charges.

In 2016, the Morton Grove Park District became an Illinois Distinguished Agency. This recognition confirming that the agency provides exceptional parks and recreation services to their community, came after a lengthy review process conducted by a committee of the Illinois Association of Park Districts and the Illinois Park and Recreation Association.

Morton Grove Park District Strategic Planning for 2017-2022...

In the spring of 2016, the Morton Grove Park District Board and staff initiated a five-year strategic planning process for the years 2017-2022. There were three phases to this process:

- **Phase 1: Research and Issue Identification** - The park district conducted stakeholder (Board, staff and community) research to identify strategic issues, focusing on those items that were most important to the future success of the park district over the next five years.
- **Phase 2: Strategic Initiative Development** – Park district staff clarified and developed the strategic initiatives and identified associated goals, objectives, tasks and action timelines.
- **Phase 3: Review and approval** – The Morton Grove Board of Park District Commissioners approved the plan.



About the strategic planning process...

As part of the Strategic Planning for 2017-2022, the District conducted a series of feedback sessions, park and facility tours and community meetings.

The research and formats included...

- A workshop with the Strategic Plan Executive Steering Committee (ESC). The ESC consisted of senior-level park district leadership.
- A workshop with the Park District Board of Commissioners
- Five community meetings
- Park and facility tours by the Commissioners
- Review and reference of the *2013 Comprehensive Master Plan*. This extensive research effort included: Community visioning, Individual park site evaluations, Assessment of existing facilities, and Analysis of practices and procedures.

This research and the District's 2013 Comprehensive Master Plan allowed the District to identify major issues/initiatives/projects that need to be addressed over the next five years. Issues were grouped by themes. These themes were consolidated into six forward-looking **strategic initiatives** for the 2017-2022 timeframe.

- 1. Enhancing Resident Experience at Parks and Facilities**
- 2. Improving Communications, Marketing and Customer- Friendly Processes**
- 3. Strengthen Community Relationships and Park District Governance**
- 4. Develop and Retain Highly Engaged Employees**
- 5. Financial Planning for Long-term Stability**
- 6. Enhance Recreation Opportunities to Meet Residents' Needs**

A team leader was assigned to each initiative along with staff team members to:

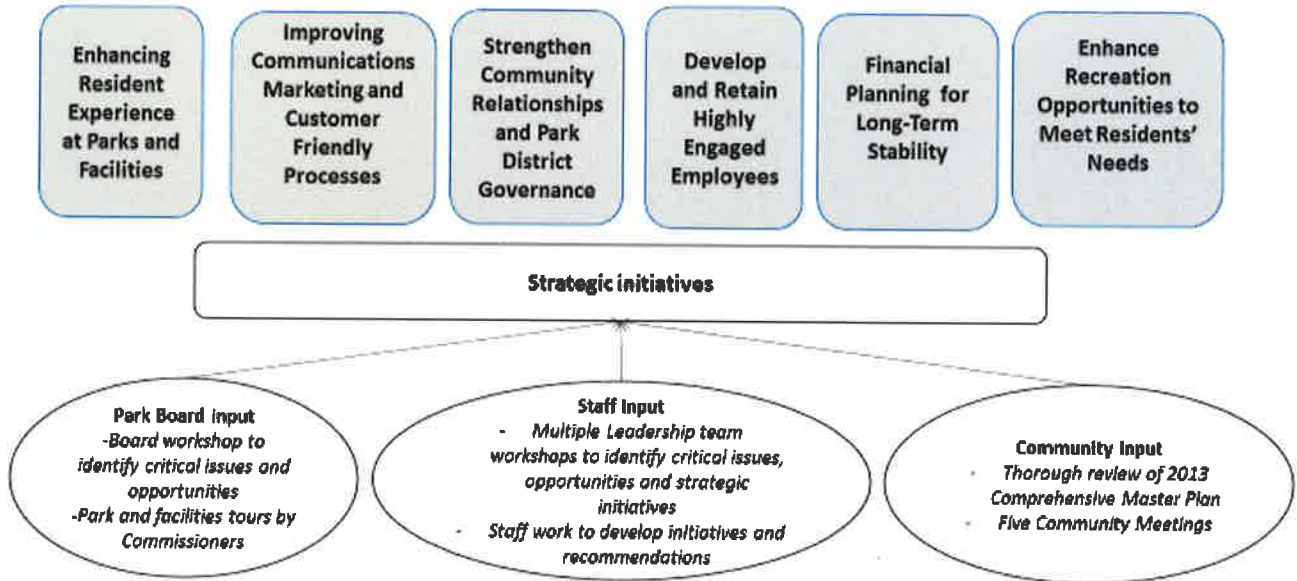
- Study and analyze each initiative.
- Clarify and define the initiative.
- Identify internal and external factors that may impact the District's ability to move forward on the initiative.
- Develop recommendations with specific steps that must be taken to address the stated initiative.
- Define measures of success to monitor the progress towards achievement of the initiative.

Drafts of these initiatives and recommendations were presented and reviewed at the October 2016 Park Board meeting.

The illustration on the following pages summarizes the research input and the resulting strategic initiatives.

Morton Grove Park District Strategic Planning Process (2017-2022)

Mission: The Morton Grove Park District is committed to enrich the quality of community life and promote recreational activities through creative programming for people of all ages and abilities, while protecting open space and natural resources for future generations.



Morton Grove Park District Strategic Planning (2017-2022)

Mission: The Morton Grove Park District is committed to enrich the quality of community life and promote recreational activities through creative programming for people of all ages and abilities, while protecting open space and natural resources for future generations.

Enhancing residents' experience at facilities and parks	Improving effective communications, marketing and customer friendly processes	Strengthen community relationships and park district governance	Develop and retain highly engaged employees	Financial planning for long-term stability	Enhance recreation opportunities to meet residents' needs.
<ol style="list-style-type: none"> 1. Identify and explore use options for the district's four fieldhouses. 2. Finalize feasibility study for a Dog Park 3. Identify and explore options for the future of Harrer Park Pool 4. Explore community interest in renovating and/or expanding the Prairie View Community Center 5. Acquire indoor space through formal "exchange of services" agreements 6. Address selected general park improvements 7. Other action items 8. Conduct a study to investigate the development of a new multi-use facility in place of Harrer Pool 	<ol style="list-style-type: none"> 1. Collect and analyze feedback to improve operations 2. Increase the effectiveness and efficiency of marketing efforts 3. Strengthen internal communications and customer-service standards 	<ol style="list-style-type: none"> 1. Improve professional relationships through engagement and outreach 2. Strengthen board competencies and engagement 3. Develop and update policies and procedures 4. Update existing intergovernmental agreements 	<ol style="list-style-type: none"> 1. Provide a continuous learning environment 2. Uphold an accountable work environment 3. Continue and maintain transparent and trusting management practices and relationships 	<ol style="list-style-type: none"> 1. Develop and update financial strategies 2. Update policies and procedures 3. Expand employee knowledge of financial concepts 	<ol style="list-style-type: none"> 1. Leverage metrics and research to optimize programming mix. 2. Introduce creative program incentives to encourage participation 3. Maintain financial stability in program offerings

Strategic Initiatives and Recommendations

STRATEGIC INITIATIVE #1: ENHANCING RESIDENTS EXPERIENCE AT FACILITIES AND PARKS

The Morton Grove Park District will endeavor to provide well maintained, safe and updated parks and facilities to its users that appropriately reflect the interests and needs of its residents and are within the financial ability of the park district.

DEFINE THE ISSUE

Parks and recreational facilities are the foundation of the park district. They provide an outlet for programs, services, events, and all manner of active/passive recreational pursuits for the community. It is imperative that the district maintain all of its physical properties at the highest level possible and seek to make necessary improvements, updates and where feasible, additions to its parks and facilities. To date, the district has maintained park properties, including athletic fields, playgrounds, sport courts and passive areas in a consistent and appropriate manner. With few exceptions, the parks are in good to excellent shape and can be maintained at that level with continued diligence and planned repair/replacement of major park components.

The district's facilities present a greater challenge in that many of them are in need of significant renovation, reinvention or replacement. Only Oriole Pool has received this level of attention in recent years. There are also opportunities to consider new facilities that would allow for new or expanded programming and recreational service options in the community.

The 2011/12 community input meetings and the 2013 Comprehensive Master Plan did an excellent job of identifying areas where parks and facilities were in need of attention as well as identifying opportunities for new services. Oriole Pool has since been replaced with a modern water park. In addition, there have been some improvements to the fieldhouses. All four facilities are now air conditioned, making the space more useable during the hotter summer months. The playgrounds at Harrer north, Overhill and Oriole Parks have been replaced. However, there are a number of other opportunities that were discussed in the two reports that still need to be addressed in some form or another.

Funding for future capital improvements will be a significant challenge for the district. The District's non referendum bonding authority has been dedicated to debt retirement of the Oriole pool project and is committed until 2033. While there is a planned funding program for many of the district's assets, the program is limited to replacing existing furniture, fixtures and equipment. It does not address funding for new capital development. Given the current bond

payment requirements for Oriole Pool, any significant new capital projects will take efforts to secure grants, public/private partnerships and the last resort would be a referendum.

INTERNAL FACTORS

What things within the park district (both positive and negative) will affect our ability to move forward on this initiative?

- The lack of non-referendum bonding power to fund a larger project.
- The need for staff and Board support for those projects selected vs. ones that may not make the cut.
- Communication to all staff to keep them informed and involved in the process.
- The ability of the district to maintain and manage existing facilities.
- The cost of operation and maintenance of new facilities and the opportunity for the district to generate new revenues through operations. (cost/benefit analysis)
- What impact will decisions have on existing operations.
- Space necessary to build new facilities.
- Ability of staff to take on new projects in light of their current workload.
- Impact to existing facilities/parks – potential loss of open space already at a premium in the community.
- Long-term effect of new facilities on capital repairs and replacement program funding.
- Incorporating latest technology, eco-friendly systems and accessibility into new facility designs.
- Potential need for additional parking facilities to accommodate increased use of new or expanded facilities.

EXTERNAL FACTORS

What things outside the control of the district (both positive and negative,) will affect our ability to move forward on this initiative?

- Level of competition within the community and/or service area.
- Current local economy.
- Local government support/oversight (permitting, zoning, potential partnerships, etc.)
- Cost/accessibility to local utilities (gas, water, electricity, sewer).
- Search and selection of a quality design/construction team.
- Resident and stakeholder support and organized assistance for potential referendum.
- Explore public/private partnership opportunities and both state and federal grants.
- Current and projected market conditions related to planned improvements and services.

MEASURES OF SUCCESS

1. Existence of a long term plan for use of all four field houses.
2. Determination of the future of Harrer Park Pool.
3. Maximizing use of all existing facilities and park spaces.
4. Existence of a comprehensive conditions and space study for Prairie View Community Center.
5. A clear and Board-approved plan for facility financing/development that has community support.

Action Plan

Initiative #1: ENHANCING RESIDENTS EXPERIENCE AT FACILITIES AND PARKS

		<u>Objective</u>	<u>Fiscal Yr.</u>	<u>Assigned to:</u>
1.1		Objective 1.1: Identify and explore use options for the district's four field houses.		
	1.1.1	Conduct a review of current use levels for all four field houses and determine available opportunities.	2017	Joe & Rec.
	1.1.2	Renovate the field houses for general and/or specific use and address ADA issues as required by law.	2019	Parks & Joe
	1.1.3	Present a board report with the pros and cons as well as cost to adding outside access bathrooms with automated opening and closing devices to the field houses to address public requests for access.	2019	Parks & Joe
	1.1.4	Investigate and present a feasibility study on the need and estimated construction costs of renovating one or more of the field houses into an outdoor pavilion with indoor storage to reduce operating and maintenance costs and to serve camp and picnic uses. If funding is not available to maintain field houses, consider the option of closing one or more facilities.	2022	Staff & Board
1.2		Objective 1.2: Finalize feasibility study for a Dog Park		

		<u>Objective</u>	<u>Fiscal Yr.</u>	<u>Assigned to:</u>
	1.2.1	Review available sites and recommend best option to park board.	2016	Jeff
	1.2.2	Develop an operational pro forma identifying potential revenues and expenses to determine financial feasibility.	2016	Jeff
	1.2.3	Identify potential partners (neighboring agencies, private partners, support groups) that might assist in funding the development of a facility.	2016	Jeff
	1.2.4	Consider allowing dogs on leashes in parks where there are paved paths as a no-cost option to building a dedicated facility.	2017	Jeff
1.3		Objective 1.3: Identify and explore options for the future of Harrer Park Pool		
	1.3.1	Conduct a five-year operations budget projection to determine cost of continued operation without significant changes in order to better understand the financial ramifications of operating the facility as is.	2017	Joe & Parks
	1.3.2	If funding is not available for repairs and operations, consider closing the pool and demolishing the facility for open space or alternate uses.	2017	Staff & Board
	1.3.3	Operate the facility for as long as financially and/or physically possible.	2017	Staff
	1.3.4	Conduct a facility conditions assessment with an architect and engineer to determine remaining life expectancy and options for renovation or replacement.	2017	Jeff & Parks
	1.3.5	If Harrer is closed, explore additional parking at Oriole to accommodate increased use.	2017	Jeff & Parks
1.4		Objective 1.4: Explore community interest in renovating and/or expanding the Prairie View Community Center to better meet the needs and interests of the community.		

		<u>Objective</u>	<u>Fiscal Yr.</u>	<u>Assigned to:</u>
	1.4.1	<p>Engage an architect to conduct a comprehensive space analysis of the existing facility, addressing (at minimum) the following areas:</p> <ul style="list-style-type: none"> • Fitness floor and segregated workout areas (old courts) • Viability of current track vs. the addition of a new, larger track. • Need for dedicated program space. • The possible addition of an indoor aquatic facility to complement fitness and serve other needs. • Explore expanding gym by removing the stage area and reordering the space. • Address the old entrance area, either by enclosing it for additional program space or demolishing old stair and ramp and developing the open space to complement the building. • Identify and address all current HVAC, electrical and plumbing issues as well as ADA requirements. 	2018	Parks & Jeff
	1.5	<p>Objective 1.5: Acquire indoor space through implementation of formal “exchange of services” agreements with select school districts or other available partners in the community in order to increase access to existing facilities and minimize costs to the taxpayer</p>	2017	Parks, Jeff, Joe & Rec
	1.6	<p>Objective 1.6: Address selected General Park Improvements</p>		
	1.6.1	Explore and document findings on adding bathroom facilities to the Harrer Park pavilion to accommodate current high user volume, by using existing storage and concession areas.	TBD	
	1.6.2	Develop maintenance standards and classification of all sports fields and implement maintenance practices accordingly, in order to address public concern over conditions of some fields.	2017-18	Joe, John & Parks

	1.6.3	Assess and quantify use of all existing sports fields and determine future use of athletic space to ensure efficient use of available park space.	2017	Joe & Elizabeth
	1.6.4	Identify areas in existing parks and install dedicated picnic areas, including picnic tables, water fountain, available bathrooms, shade opportunities and active open space to serve family and other small group park usage.	2018	Parks & Jeff
	1.6.5	Address community interest in outdoor exercise by mapping all formal walking paths in parks and identify length of paths and market to the community. Include opportunities to connect public spaces that have safe pedestrian access between them.	2016-2017	Maintenance Staff
	1.7	Objective 1.7: Other Action Items:		
	1.7.1	If any major capital projects move forward, develop a citizens' support group to assist in garnering public support and preparing for a possible referendum.	TBD	Jeff
	1.7.2	Implement a formal donation program to encourage the community to donate trees and minor park amenities in honor or memory of someone.	TBD	Kathy
	1.7.3	Identify an area at Prairie View Community Center to install clay pavers and allow the community to buy a personalized paver with funds going to a specific capital use.	TBD	Kathy
	1.7.4	Conduct a thorough review of the organizational structure of the Parks and Facilities Department to assess current staffing levels and efficiency. Identify opportunities to improve operations and ensure they are conducted in the most cost-effective manner.	2017	Parks
	1.8	Objective 1.8: Address the stated community interest expressed in the 2013 master plan and 2011/12 community input documents by conducting a study to investigate the development of a new multi-use facility in place of Harrer Pool that would provide needed and/or expanded services to the community.		

		<u>Objective</u>	<u>Fiscal Yr.</u>	<u>Assigned to:</u>
	1.8.1	Develop plans to construct a Preschool and Daycare center to consolidate and expand existing programs into a centralized, state-of-the-art facility.	TBD	Joe, Jeff & Parks
	1.8.2	Explore and document findings on the addition of a multi-use gymnasium to accommodate various ages and sports interests.	TBD	Joe, Jeff & Parks
	1.8.3	Investigate the installation of an outdoor spray park (or expand the existing one if viable) to complement the preschool age programming and serve the general public.	2021	Joe, Jeff & Parks

STRATEGIC INITIATIVE #2: IMPROVING COMMUNICATIONS, MARKETING AND CUSTOMER- FRIENDLY PROCESSES

Effective Communication is a proactive effort utilizing the right mix of marketing tools to increase awareness of programs and services the park district offers.

Customer-friendly processes are those avenues and the steps residents must take to conduct business with the park district.

DEFINE THE ISSUE

Today, residents receive information from various sources and via multiple methods. Whether it is from seasonal brochures, flyers, email, texts, Twitter, Facebook, word-of-mouth, or any number of other electronic means; residents have access to information. Because of this abundance of information, messages can become lost in all of the clutter. As an organization the Morton Grove Park District has to be efficient, persistent and creative in the dissemination of information on programs and services offered to the community. Additionally, the District needs to focus on adapting to residents' needs by updating our park district technologies and processes to be customer friendly.

The Morton Grove Park District promotes its programs and services primarily through a program brochure. Other supplemental communication pieces include newspaper articles, word-of-mouth referrals, website, specialty brochures and flyers. The Marketing Manager is responsible for all of the District's marketing efforts.

The Fun Guide is distributed to households three times a year and is available online, which is helpful for customers. The brochure content is well organized, and information is easy to find due to the table of contents listing of programs. The program guide is attractive to the eye with appropriate use of photographs. Residents generally look to the price of a program and then the program title as a means of determining whether or not they will register for a class. Therefore, creative program titles are important. Descriptions should include features, attributes, and benefits. Some of the text included in program descriptions is informational, rather than promotional. Identify the unique value propositions for each program and identify the "hook" that will entice people to register. It is also suggested to try to keep the descriptions brief, no longer than six or seven lines, as readers lose interest in programs if they read too much.

In today's environment, where consumers are seeking more high quality, value-oriented services than ever before, it is critical that the District recognize and take action toward improving the level of service and convenience offered throughout the organization. Taking resident needs and input into consideration when making decisions and doing more to

determine and respond to customer needs, particularly through the use of focus groups and surveys, are two of the primary ideas offered. Others include implementing quality assurance programs and being more responsive to resident needs by empowering employees to make decisions and removing unnecessary barriers.

The District has much to offer to the community in terms of facilities and services. It is integral that residents, despite their age, activity level, or usage, find value in what the District provides to the community. The District will be tasked with generating more efficiency to provide more to residents. It will be a challenge for the next several years, considering the ever changing state of the economy. Focusing the district's limited marketing and technology resources on the most effective communications tools and processes will be critical.

INTERNAL FACTORS

What are the things within the park district that will affect its ability to move forward on this initiative?

- Inadequate funds budgeted to marketing
- Complacency of staff
- Instrument design errors
- Distrust of findings
- Reliance on qualitative data not quantitative
- Lack of knowledge and expertise
- Failure to implement
- Rush to get pieces out that produces errors, poor proofreading
- Greater emphasis placed on marketing rather than program design as indicator of success

EXTERNAL FACTORS

What are the things outside of the control of the park district that will affect its ability to move forward on this initiative?

- Willingness of residents to complete surveys
- Disengagement
- Spam blocking
- Constant need for incentives to complete survey
- Respondent biases
- Rapid changes in technology
- Squeaky wheel syndrome
- Resistance to change

MEASURES OF SUCCESS

Create a scorecard to monitor and measure progress.

1. Completion of recommendations per year
2. Users response rate of at least 15% or better
3. Better than average score on customer feedback surveys
4. Use website analytics i.e., Google results to determine marketing outcomes

Action Plan

Initiative #2: IMPROVING COMMUNICATIONS, MARKETING AND CUSTOMER-FRIENDLY PROCESSES

		<u>Objective</u>	<u>Fiscal Yr.</u>	<u>Assigned to:</u>
2.1		Objective 2.1: Collect and analyze feedback to improve operations		
	2.1.1	Conduct program evaluations after each program to increase feedback from participants.	All	Joe & Rec
	2.1.2	Conduct customer service satisfaction survey annually to monitor the need for changes in processes and procedure. <ol style="list-style-type: none"> i. Attach a survey with every e-blast ii. Develop meaningful, but limited, incentive program to ensure residents participate in surveys. 	All	Jeff & Laura
	2.1.3	Closely monitor employee satisfaction survey annually. Use results to improve employee engagement and performance for: <ol style="list-style-type: none"> i. Full-time employees ii. Part-time employees 	All	Laura & Jeff
2.2		Objective 2.2: Increase the effectiveness and efficiency of marketing efforts		
	2.2.1	Internalize website to gain control over changes and to eliminate fees charged by the developer.	2017	Jeff & Kathy

		Objective	Fiscal Yr.	Assigned to:
	2.2.2	Re-evaluate and streamline brochure process to improve coordination and communications between Recreation, Front desk, and Marketing departments.	2017	Kathy, Rec & Guest Services
	2.2.3	Conduct annually targeted patron surveys using Constant Contact.	2018	Kathy
	2.2.4	Develop marketing plans for programs and to build awareness of the park district.	2018	Kathy & Rec
	2.2.5	Develop a review process for marketing pieces assuring consistency and accuracy before being distributed to the public (i.e., postcards, flyers, brochures, etc.).	All	Kathy, Claudia & Jeff
	2.2.6	Replace front entrance marquee sign for better visibility of PVCC via better technology.	2018	Kathy & Jeff
	2.2.7	Explore opportunity to install quality produced, temporary signs for special events at entrance to the Village.	All	Jeff
	2.2.8	Develop and distribute annual report on programs' finances	2018	Marty & Jeff
	2.3	Objective 2.3: Strengthen internal communications and customer service standards		
	2.3.1	Conduct an annual all-staff training session on customer service to standardize methods and techniques of service provided to community.	All	Jeff & Laura
	2.3.2	Improve communication between staff members by: <ul style="list-style-type: none"> i. Conducting an annual survey. ii. Holding quarterly meetings with staff to provide updates and a forum for staff feedback. 	All	Jeff

STRATEGIC INITIATIVE #3: STRENGTHEN COMMUNITY RELATIONSHIPS AND PARK DISTRICT GOVERNANCE

The Morton Grove Park District is just one of several taxing and non-taxing agencies within the Village. The park district must make every effort to collaborate with all agencies for the betterment of the residents.

Park District governance involves the policies, ordinances, procedures, and philosophies the five-member Board of Park Commissioners follow in working together and making decisions that guide the district.

DEFINE THE ISSUE

Since 1951 the Morton Grove Park District has been an intricate part of the Village of Morton Grove. One of several, separate taxing bodies within the Village, the Morton Grove Park District understands the importance of working with other agencies. The residents of Morton Grove have a great expectation that all agencies will collaborate with each other to eliminate duplication of services and to ensure their taxes are being utilized effectively and without waste.

Along with this collaboration comes an interdependence among agencies. For example, the Village uses Harrer Park for Morton Grove Days; the schools use park space for classes while allowing the park district to use rooms and gyms for programming. There are many intergovernmental agreements, many outdated; some are in need of review. These agreements need to be strengthened and in some cases, developed. In cases where the other party is unwilling to enter into a formal agreement, the park district should reach memorandums of understanding to better define relationships.

In the past, intergovernmental agreements have been developed with various agencies. However, many need to be revisited and possibly renegotiated. The park district and the Village of Morton Grove have several agreements in place but all need to be reviewed and renegotiated. A school district agreement was revised this past winter, while another was completed this summer.

INTERNAL FACTORS

What are the things within the park district that will affect its ability to move forward on this initiative?

- Agreement must be mutually beneficial
- Board or Administrative turnover
- Need for well-defined agreements

EXTERNAL FACTORS

What are the things outside of the control of the park district that will affect its ability to move forward on this initiative?

- Willingness of other organization to enter into agreement
- Negotiating agreements may be complex
- Residents expect intergovernmental cooperation

MEASURES OF SUCCESS

Create a scorecard to monitor and measure progress.

1. Completion of recommendations per year
2. Number of updated agreements
3. Increase visibility and transparency of park district
4. Obtain Distinguished Agency Accreditation
5. Well-defined trusting relationships with all stakeholders

Action Plan

Strategic Initiative #3: STRENGTHEN COMMUNITY RELATIONSHIPS AND PARK DISTRICT GOVERNANCE

		<u>Objective</u>	<u>Fiscal Yr.</u>	<u>Assigned to:</u>
3.1		Objective #3.1 Improve professional relationships through engagement and outreach.		
	3.1.1	Strive to become the Village agency of choice and a trusted partner in the community by developing trusting working relationships with all stakeholders-adding this requirement to the leadership team’s annual performance plan.	All	All
	3.1.2	In time of need, provide other agencies with support in the most effective and efficient way possible.	All	Board & Jeff
	3.1.3	Coordinate leadership meetings with other local taxing agencies to enhance communications and partnerships.	2017	Jeff

		<u>Objective</u>	<u>Fiscal Yr.</u>	<u>Assigned to:</u>
	3.1.4	Annually update the Park Board on the Park District's private/public partnerships	All	Jeff
	3.1.5	Increase community engagement by completing an annual review of accomplishments and/or the development of an annual report	All	Jeff
	3.1.6	Park District leadership will be encouraged to participate in at least one community service club.	2018	Jeff, Marty, Laura & Parks
	3.1.7	Continued participation in State and National organizations to develop strong leaders and increase knowledge of industry best practices.	All	All
3.2		Objective 3.2: Strengthen Board competencies and engagement		
	3.2.1	Develop a formal budget presentation to the board to increase transparency and to educate the board on fiscal direction of District.	2018	Marty & Jeff
	3.2.2	Compile or develop a comprehensive board policy handbook to strengthen decisions and to ensure long-term adherence to those decisions.	2019	Jeff & Claudia
	3.2.3	Provide pre-election packets and new Board member orientation.	All	Jeff & Claudia
	3.2.4	Make available state and national park and recreation conferences.	All	Jeff
	3.2.5	Participate in Board member training opportunities.	2020	Jeff
	3.2.6	Closely monitor and provide timely legislative updates to board regarding state legislation impacting parks and recreation.	All	Jeff
	3.2.7	Attend Legislative Conference annually and share information with Park Board and leadership team.	All	Jeff
	3.2.8	Seek opportunities for legislators and Park Board members to meet to build stronger relationships.	All	Jeff

		<u>Objective</u>	<u>Fiscal Yr.</u>	<u>Assigned to:</u>
3.3		Objective 3.3: Develop and update policies and procedures		
	3.3.1	Develop/Distribute Fiscal Year End financial review for the community.	2019	Jeff, Marty & Kathy
	3.3.2	Compile or develop a comprehensive Administrative Policy Manual to tighten processes and procedures staff is to follow.	2019	Jeff
	3.3.3	Complete Distinguished Agency Accreditation to ensure policies and procedures are up-to-date and conform to industry standards.	2017	Jeff & Claudia
3.4		Objective 3.4: Update Existing Intergovernmental Agreements		
	3.4.1	Village of Morton Grove <ul style="list-style-type: none"> i. Mutual Aid Agreement – Park Police ii. Morton Grove Days (new) iii. Joint Access and Parking Lot Sharing (Expires 2021) iv. Museum ground (Expires 2106) v. Shared services and equipment (Open-ended) 	TBD	Jeff
	3.4.2	School Districts <ul style="list-style-type: none"> i. #63 (new) ii. #67 (Open-ended) iii. #70 (Open-ended) iv. #219 (Expired) 	TBD	
	3.4.3	Executive Director Contract (2017)	2017	Jeff
	3.4.4	Niles Park District – Resident rates for certain programs	TBD	Jeff & Joe
	3.4.5	Museum agreement with Historical Society (Open-ended)	TBD	Jeff & Joe
	3.4.6	M-NASR lease agreement (Expires 2021)	2021	Jeff

		<u>Objective</u>	<u>Fiscal Yr.</u>	<u>Assigned to:</u>
	3.4.7	Ancel/Glink – corporate counsel (open-ended)	2018	Jeff
	3.4.8	Morton Grove Baseball Softball Association	TBD	Joe & Elizabeth
	3.4.9	American Youth Soccer Organization	TBD	Joe & Elizabeth
	3.4.10	Farmers Market (annually)	All	Joe
	3.4.11	Possible Morton Grove Library	2022	Jeff
	3.4.12	Possible Niles Township	2022	Jeff
	3.4.13	Possible Cook County	2022	Jeff

STRATEGIC INITIATIVE #4: DEVELOP AND RETAIN HIGHLY ENGAGED EMPLOYEES

Developing and retaining highly engaged employees requires the park district to organize, plan, implement and evaluate programs, conferences, seminars, webcasts, and other avenues for employees to understand their importance, embrace and execute established rules, regulations, and procedures.

DEFINE THE ISSUE

As a service-based organization; the only way to ensure the best possible customer service experience for Morton Grove residents, is hiring and training the most qualified staff to provide those services. Most recently the Morton Grove Park District has worked diligently to hire, train, and retain a team of highly qualified staff. In an effort to retain this team of highly-qualified, trained and motivated staff, the District has to ensure that its compensation and benefits are competitive in comparison to similar and surrounding Districts. Hiring ranges, salary ranges, position adjustments and job descriptions must stay competitive in an effort to attract and retain the highest quality staff.

INTERNAL FACTORS

What things within the park district will affect our ability to move forward on this initiative?

- *Resistance to change.*
- *Complacency.* This goes hand in hand with the above resistance to change. Employees become comfortable and familiar within their job therefore not always thinking outside the box, or changing with trends.
- *Need for increased training.* Employees are not given the proper tools to perform their duties or the training is incomplete or missing important information the employees need in order to perform at a high level.
- *Lack of funds for training.* – There have not been sufficient funds in the budget for all staff to attend trainings.
- *Ineffective recognition program.*
- *Lack of upward mobility.* Due to the nature of our business the potential to move upward, or be promoted is limited, therefore causing staff to look elsewhere.
- *Job Sharing/Cross Training Opportunities.*

EXTERNAL FACTORS

What things outside the control of the district (both positive and negative) will affect our ability to move forward on this initiative?

- *Improve image in the industry.* Due to the frequent turn-over in the past couple of years, professionals may be hesitant to apply for open positions.
- *Competing Agencies.* Being a smaller agency, it may appear that a larger district has more to offer to an employee. Larger districts have more employees which allow upward mobility, and growth or promotions into higher positions. We do not have a lot of room for advancement within the District. Want to try and build a larger tier for advancement in an effort to retain staff.
- *Training expenses.* – Residents are always concerned about where their tax dollars are being spent. We must be cognizant on how and on what we are spending these dollars.
- *Rising costs of training opportunities.*
- *Resident expectations.* – Our residents expect us to deliver excellent customer service, not only with our programs and special events, but equally with our staff.

MEASURE OF SUCCESS

Employee satisfaction surveys will provide management with the knowledge and tools to build positive employee/customer relations and a positive work environment. Employees' attitudes, passion, loyalty, workplace and competitive intelligence are key indicators for employee retention, satisfaction and productivity.

1. Number of workplace improvements completed each year.
2. 75% or better satisfaction rate on employee satisfaction survey.
3. 75% or better rating on customer service survey.

Action Plan

Strategic Initiative #4: DEVELOP AND RETAIN HIGHLY ENGAGED EMPLOYEES

		<u>Objective</u>	<u>Fiscal Yr.</u>	<u>Assigned to:</u>
4.1		Objective 4.1: Provide a Continuous Learning Environment		
	4.1.1	Develop core competencies for leadership positions.	2020	Laura & Jeff

		<u>Objective</u>	<u>Fiscal Yr.</u>	<u>Assigned to:</u>
	4.1.2	Allow staff to participate in ongoing training opportunities.	2017	Dept. Heads
	4.1.3	Evaluate and revise new employee orientation and training program.	2018	Laura
	4.1.4	Revise performance evaluation to include core competencies.	2017	Laura & Jeff
	4.1.5	Develop a succession management process.	2019-2020	Laura & Jeff
	4.1.6	Create new guest service and standards trainings.	2018	Laura & Guest Services
4.2		Objective 4.2: Uphold an Accountable Work Environment.		
	4.2.1	Hold employees accountable to meet their goals and position expectations.	2018	Dept. Heads
	4.2.2	Monitor and report on progress of individual, department, and Agency goals.	2017	Dept. Heads
	4.2.3	Develop a district-wide transition plan.	2019	Dept. Heads
	4.2.4	Hold an Annual Leadership Retreat.	2018	Dept. Heads
4.3		Objective 4.3: Continue/Maintain Transparent and Trusting Management Practices and Relationships	2017	Guest services & Rec
	4.3.1	Develop a purpose statement and objectives for a district-wide customer service committee		
	4.3.2	Conduct Annual Employee Survey for both full time and part time.	2017	Laura
	4.3.3	Conduct District wide staff trainings quarterly.	2017	Laura, Claudia & Jeff
	4.3.4	Develop online training opportunities.	2017	Laura

STRATEGIC INITIATIVE #5: FINANCIAL PLANNING FOR LONG-TERM SUSTAINABILITY

The Morton Grove Park District will continue to strengthen and maintain its fiscal health and stability through careful monitoring of its funding and ensuring scarce resources are allocated where they will provide the most “good” to the community.

DEFINE THE ISSUE

The Morton Grove Park District's overall financial picture remains strong in spite of the current challenging economic conditions. The District's main sources of revenue are property taxes and user fees. Currently, property taxes represent approximately half of the district's operating revenue. Tax revenue is allocated to the various funds based on the need and use of the service by a large percentage of residents as well as the ability of the service to generate user fees. Under the tax cap, the District is limited in its ability to increase taxes without a referendum.

User fees are the other major source of operating revenue and are viewed as a barrier to some families to signing up, at times with low income families getting priced out of our programs. However, we continue to see a high level of participation in our programs and use of park district services. Surveys of user fees are conducted on a regular basis to assure that we remain competitive in the marketplace. In addition, the District strives to return value to our residents by enhancing property values and meeting the recreational needs of the community by providing quality parks, facilities and programs. It is important to note that a compelling reason we are able to offer the wide ranging facilities and programs is because of our residents' income levels and abilities to pay user fees.

The Morton Grove Park District has historically taken a conservative and long-term approach to managing the District's finances. Fiscal responsibility is a key factor in the District's finances. This is demonstrated by adhering to a balanced budget annually. The District has several important components in place which contribute to our financial stability.

Investment Policy: The District's investment policy is conservative to protect the principal and only allows for investments in Certificates of Deposit, Government Agencies and Money Market Accounts.

Long Term Financial Plans: The District also has a long term financial plan that identifies funds available for future capital projects after considering the effects of the debt already incurred. It also has a long term financial plan for funding the operational needs of the Park

District. The Park District operating expenses are primarily for the maintenance of parks, playgrounds, sports fields and field houses which have limited, if any, ability to generate user fees.

Fund Balances: The District has fund reserves with sufficient balances overall to cover short term delays in tax receipts, temporary shortfalls in meeting budget expectations, or moderate unexpected expenses.

Staff: The majority of our employees are part time or seasonal staff. The purpose of this plan is to provide more flexibility in adjusting staffing levels, as needed, based on weather and participation levels.

Debt: The District has invested heavily in rebuilding Oriole Aquatic Center, one of its pools, and renovating its existing facilities. This decision three years ago currently consumes 26% of our rollover debt and will consume 50% in December of 2018. Through careful long term planning, the District identified and segregated certain funds to be used to repay the existing debt for Oriole Pool. We will continue to use this approach until the current debt is paid down.

While the District continues to hold its own in these uncertain times, the District must remain diligent in monitoring participation levels and financial performance, strengthen internal controls and processes and continue to update long-term financial plans. One of the challenges is to develop plans to meet both the ongoing operational needs of the District in conjunction with the desire for new investment in capital items or increased services. Costs in some areas such as utilities and insurance are increasing faster than the Consumer Price Index and taking a larger percentage of our limited tax dollars. It should be noted that the district work force is made up of 24 full-time and 250 part-time workers.

Competition among other providers of services is a key factor in our ability on whether we can increase user fees. In addition, while the District has acquired many assets like parks and open space that provide many public benefits, these assets have a limited ability to generate user fees and therefore will require a larger portion of available tax revenue as costs of operations increase. Until the current debt is paid down, major investments in capital will require identifying a payment stream to finance the projects or passing a referendum.

INTERNAL FACTORS

What things within the park district (both positive and negative) will affect our ability to move forward on this initiative?

- Continuation of a financially conservative approach
- Limited tax dollars available for maintenance and operation
- Ability to react and adjust fees as needed
- Expense control, especially labor-related costs and current debt
- Programs that can consistently operate on at least a break even basis

- Oriole Aquatic Center debt will be retired in 2033
- High expectations of maintenance and services levels while controlling costs, staying focused on core services and delivering value to our customers and residents
- New Federal and State mandates such as the new Federal Labor Standards rules on exempt employees.

EXTERNAL FACTORS

What things outside the control of the district (both positive and negative) will affect our ability to move forward on this initiative?

- Possible economic recession
- Increasing competition from both public and private sector service providers
- Weather-dependent facilities
- Investment rates of return
- Number of participants supporting programs
- Tax Cap that limits how much the tax levy can be increased
- The District's ability to issue more debt and if necessary for major projects, including much needed facility updates, pass a referendum to do so
- Escalating operating costs, particularly utilities and insurance

MEASURES OF SUCCESS

Create a scorecard to monitor and measure progress.

1. Updated policy manual that includes all GFOA recommended policies.
2. Updated Fund balance goals that are at target or greater.
3. All facilities operating within budget constraints to spend efficiently and wisely.
4. Recipients of the GFOA Certificates of Excellence in Financial Reporting and Budgeting.
5. Development of a capital repair and replacement program and setting aside funds annually to support the upkeep of existing facilities ensuring that multi-year financial planning will be in place and closely monitored so the Park District can be proactive and adapt to changing economic conditions.
6. Accreditation with IPRA Distinguished Agency and Park District Risk Management Agency (PDRMA).
7. Maintain or improve bond rating.

Action Plan

Strategic Initiative #5: FINANCIAL PLANNING FOR LONG-TERM SUSTAINABILITY

		<u>Objective</u>	<u>Fiscal Yr.</u>	<u>Assigned to:</u>
5.1		Objective 5.1: Develop/Update Financial Strategies		
	5.1.1	Formalize the District's philosophy for the allocation of tax dollars and the setting of fees (Categories of Park Services Policy).	2016-2017	Marty
	5.1.2	Annually review and update the long term financial plans both for capital projects and park operations.	2016-2017	Marty
	5.1.3	Maintain fund balance goals set by Park Board.	2016-2017	Marty
	5.1.4	Analyze the financial impact of independent contractor agreements versus hiring employees to optimize the value to the District.	2017-2018	Marty
	5.1.5	Explore concept of expanding outsourcing opportunities to supplement existing staff and for non-core business operations.	2017-2018	Marty
	5.1.6	Explore alternate funding sources: <ul style="list-style-type: none"> • Naming Rights • Donations • Sponsorships 	2017-2018	Marty
5.2		Objective 5.2: Update Policies and Procedures		
	5.2.1	Formalize, develop and/or update Financial Policies in accordance with those required for GFOA (Government Finance Officers Association) Best Practices. <ul style="list-style-type: none"> • Stabilization of Funds (Fund Balance Policy) • Fees and Charges (When they are reviewed and how they are set) • Debt Issuance and Management (Best practices & conservative approaches) • Balancing the Operating Budget • Contingency Planning • Guide the Design of Programs and Services 	2017-2018	Marty

		<ul style="list-style-type: none"> • Policies and Plans for Capital Asset Acquisition and Maintenance • 		
	5.2.2	Re-evaluate the policy on resident/non -resident rates and make recommendation to maximize program participation.	2016-2017	Marty
	5.2.3	Strengthen the procedures for following-up on outstanding balances.	2016-2017	Marty
	5.2.4	Strengthen internal controls and increase internal operational audits.	2017-2018	Marty
	5.2.5	Streamline billing and collections.	2017-2018	Marty
	5.2.6	Changing the district fiscal year to coincide with the calendar year.	2017-2018	Marty
	5.2.7	Establish a foundation to address the community needs.	2018-2019	Marty
	5.2.8	Consolidate all capital repair and replacement lists into a single, comprehensive document in order to give staff and Board a clearer picture of future capital expenditures.	2016-2017	Marty
	5.3	Objective 5.3: Expand Employee Knowledge of Financial Concepts		
	5.3.1	Conduct training for staff on financial concepts <ul style="list-style-type: none"> • Accounting terms • Income statement • Balance sheet • Cash flow • Expand Alternate Revenue Sources • Grants • Sponsorships • Public and private partnerships • Etc. 	2016-2017	Marty

STRATEGIC PLAN INITIATIVE #6: ENHANCE RECREATION OPPORTUNITIES TO MEET RESIDENTS' NEEDS

Increased competition, changing demographics and rising customer expectations require that the Morton Grove Park District continues to gain insight into its residents' interests, adapt its programming to meet those needs and broaden the appeal of program offerings to all segments of the population. The District needs to continually differentiate itself from other local agencies and be the "go-to" organization for recreation opportunities in the area.

DEFINE THE ISSUE

Program services represent the life-blood of the Morton Grove Park District operations. Whether at the Prairie View Community Center, the Historical Museum and Education Center, one of the four field houses or two pools, or at a neighborhood park; recreation programs are the focus of our mission. The Morton Grove Park District employs a professional staff dedicated to program development/management.

As the demand for high-quality and affordable recreational activities continues to increase, it will become more important to quickly anticipate and plan for unrealized community needs. Through trend analysis, creative thinking and listening to customer feedback, the District plans to identify areas of growth, set up systems to bring about needed program changes and introduce new program offerings that provide new and unique experiences to our residents.

The Village of Morton Grove's population is thriving and becoming increasingly diverse. The housing market is stabilizing, property values are increasing and the percentage of traditional sales are on the rise. Great schools, low crime rates and competitive cost-of-living makes Morton Grove a desirable place to live. Families make up almost three-quarters of the households; the average household size is 2.79 people. 19% of the population is under 18 years of age and 5% are under the age of five. The community is ethnically diverse. 40% of residents were born outside of the United States. The largest demographic shift has been an increase in Asian residents, a wide-ranging group of nationalities. As of the 2010 census, residents who identified as "Asian alone" represented 28% of the population (up from 22% in 2000). Over 90 languages are spoken in Morton Grove homes; English is not the primary language spoken at home in 52% of the households.

Due to the District's current financial constraints, it is increasingly important to boost revenues generated from program registration. Currently about 40% of district revenues are generated through user/registration fees. User fees are sometimes viewed as a barrier to participation. It is important that programs are properly classified according to the District's revenue policy, ensuring that basic and core services are offered for the betterment of the community and that instructional and specialized programs generate revenues that contribute to the financial health of the District.

There are a number of other agencies that offer recreational opportunities that may compete with programming offered by the Morton Grove Park District. This competition leads to a duplication of services that dilutes participation and adds additional burden to the taxpayers to support the operation of multiple agencies.

As part of the 2013 Comprehensive Master Plan, a community needs assessment was conducted. This assessment did an excellent job in identifying opportunities for the District to expand programming. Some of these opportunities have been addressed since the plan was published, but there are still plenty of opportunities for additional programming.

Strategic Plan initiatives for achieving this goal will focus on the following programming options:

1. Health/Wellness
2. Swimming/Aqua Fitness
3. Preschool enrichment classes
4. Expanded after-school/school's out programs
5. Sport specific training programs
6. Active Adult/Senior programs
7. Drop-in programming
8. Expanded use of existing facilities (field houses/Education Center)

Strategic Plan initiatives will also:

1. Demonstrate leadership by providing innovative and "uncommon" experiences that go beyond traditional park and recreation offerings.
2. Identify key community partners to enhance and expand programming opportunities.
3. Identify cultural recreation interests within the community and develop programs in support of those interests.
4. Expand research on residents programming preferences and feedback on the quality of current programs and surveying for unmet customer needs and wants.
5. Analyze demographic information to drive programming.

In order to fully serve our residents, the District must maximize the use of all existing resources. Use patterns of facilities, staffing levels, operating expenses, user fees, unused/underused space and aging facilities need to be studied and addressed.

INTERNAL FACTORS

1. Aging facilities
2. Staff turnover rate
3. Continuing education opportunities for staff
4. Financial reporting capabilities
5. Data analysis
6. Ease of registration process

EXTERNAL FACTORS

1. Availability to find/train qualified program instructors/leaders
2. Availability to find/retain quality independent contractors
3. Cooperation from other agencies
4. Competition from private business and other agencies
5. Diversity of population
6. Health and safety concerns (concussions)

MEASURES OF SUCCESS

1. Maximize use of existing facilities
2. Offer a minimum of 15 new programs per year
3. Increase program participation by 5% per year
4. User fees equal from 40% to 50% of District revenue
5. Annual facility survey results and participant evaluation improvements

ACTION PLAN

Strategic Initiative #6: ENHANCE RECREATION OPPORTUNITIES TO MEET RESIDENTS' NEEDS

		<u>Objective</u>	<u>Fiscal Yr.</u>	<u>Assigned to:</u>
6.1		Objective 6.1: Leverage metrics and research to optimize programming mix.		
	6.1.1	Continue to provide customer oriented recreation activities that address diversity and changing demographics. <ol style="list-style-type: none"> i. Include basic, core, instructional and specialized programming. ii. Annually review program offerings and identify areas of deficiency. iii. Evaluate programs that are not reaching targeted participation and/or revenues and modify or discontinue. 	ongoing	Rec. Staff
	6.1.2	Develop program evaluations that match program format and conduct annual surveys to evaluate existing programs and identify trends.	2017	Joe

		Objective	Fiscal Yr.	Assigned to:
	6.1.3	Identify opportunities to form focus groups of targeted residents to determine needs specific to their interest/demographic	2018	Joe & Rec
	6.1.4	Collect demographic information and use it to help make programming changes.	2019	Joe & Rec
6.2		Objective 6.2: Introduce creative program incentives to encourage participation.		
	6.2.1	Develop a plan to enhance programming and scheduling to accommodate working parents (including afterschool and days off programming).	2018	Joe & Rec
	6.2.2	Implement a “loyalty” program to reward patrons that are frequent users of District programming.	2019	Joe & Liz M.
	6.2.3	Create “program bundles” to encourage registration into multiple activities.	2020	Joe, Rec & Kathy
	6.2.4	Investigate communication tools to allow non-native speakers to better communicate with the District.	Ongoing	Kathy
	6.2.5	Study program locations and make changes as necessary... <ul style="list-style-type: none"> i. Are facilities being used to their full scheduling potential? ii. Does program location limit opportunities for entire family to participate? iii. Does program location limit opportunities for individual to participate in multiple programs? 	2017	Parks & Joe
6.3		Objective 6.3: Maintain financial sustainability in program offerings.		
	6.3.1	Identify and contract with independent contractors to provide programming where specific/advanced skills or specialized equipment is required.	Ongoing	Joe & Rec
	6.3.2	Coordinate programs with other agencies to provide comprehensive recreation opportunities.	Ongoing	Joe & Rec

		<u>Objective</u>	<u>Fiscal Yr.</u>	<u>Assigned to:</u>
	6.3.3	Increase Recreation Department portion of District's total revenue to 50% by establishing pricing philosophies and categories of services.	2022	

DRAFT

Strengths, Weaknesses, Opportunities & Threats Analysis

A SWOT (Strengths, Weaknesses, Opportunities and Threats) Analysis was completed to summarize feedback and information from:

- Board workshop
- Meetings with the Morton Grove Leadership Team

SWOT is a basic and straightforward tool for understanding the internal and external factors facing the Morton Grove Park District in the delivery of recreation services. The tool is useful in showing the opportunities and threats facing the Park District going forward. Please review the following chart to better understand the current strengths, weaknesses, opportunities and threats facing the Morton Grove Park District.



MORTON GROVE PARK DISTRICT

SUMMARY “QUADRANT ANALYSIS” OF SWOT ITEMS

	POSITIVES	NEGATIVES
Internal to your agency	<p><u>Strengths</u></p> <ul style="list-style-type: none"> • <i>Dedicated core staff with diverse skills</i> • <i>Parks are well-kept, safe and clean</i> • <i>Strong leadership</i> • <i>Good reputation in community</i> • <i>Loyal patrons</i> • <i>New Executive Director</i> • <i>Understanding of common goals</i> • <i>Good programs at reasonable price</i> 	<p><u>Weaknesses</u></p> <ul style="list-style-type: none"> • <i>Aging facilities</i> • <i>Staff turnover; stability in leadership</i> • <i>Lack of training, cross-training & written procedures</i> • <i>Breakdown in communication –internal and external</i> • <i>Image within the industry</i> • <i>Budget restraints/lack of State funding</i> • <i>Outdated technology/registration software</i> • <i>Increased demands of the community</i>
External to your agency	<p><u>Opportunities</u></p> <ul style="list-style-type: none"> • <i>Sponsorships, grants, business partnerships</i> • <i>More Intergovernmental agreements</i> • <i>Increase programming e.g. ethnic, nature, arts & crafts</i> • <i>Update, improve facilities & equipment</i> • <i>Improve marketing & communication</i> • <i>Explore options for outsourcing</i> • <i>Dog Park</i> • <i>Encourage staff to seek training & education</i> 	<p><u>Threats</u></p> <ul style="list-style-type: none"> • <i>Reduced public funding</i> • <i>Competition – from private business & public agencies</i> • <i>Staff turnover for higher salaries or advancement</i> • <i>Aging, outdated facilities</i> • <i>Duplication in community programs</i> • <i>Space</i> • <i>Land-locked</i>

Attachments:

Attachment A- Morton Grove Park District Proposed Strategic Plan Projects for Consideration

Attachment B- National Recreation and Park Association-“Why Parks and Recreation are Essential Public Services”



**Morton Grove Park District Strategic Plan:
Projects/Improvements 2017-22**

Input from:

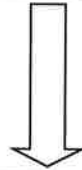
- Board
- Staff
- Public
- Comp Plan
- Community meetings



9/12/16

Strategic Plan Advisory Presentations October 2016

- Board
- Senior Staff



Research Input

- Staff
- Comprehensive Master Plan
- Field house meetings
- Village Official interviews

Projects for Consideration 2017-2022

<u>Project</u>	<u>Estimated Cost</u>
• Renovate Field houses (pg. 3)	
○ Oketo	
○ Mansfield	
○ Austin Park	
○ National (pg. 4)	
• Harrer Park Pool Renovation/replacement (pg. 5)	
○ Option 1-Renovate	
○ Option 2-Replace	
○ Option 3-Alternative	
• Dog Park (pg. 6)	

Projects for Future Consideration

will be revisited if new information comes forward or situations change

<u>Project</u>	<u>Needed Funding/Other Factors</u>
• Prairie View Community Center Improvements (pg. 9)	
• Indoor Sports Complex (pg. 10)	

Planning

- Updating Capital Repair and Replacement Plan (pg. 12)
- Org. review of Parks and Facilities Department (pg. 13)
- Prairieview Community Center Conditions & Space Analysis (pg. 9)
- Harrer Pool Existing Conditions Analysis (pg. 5)

**MORTON GROVE
PARK DISTRICT**

**PROJECTS FOR
CONSIDERATION**

2017 - 2022

How should we best invest available capital dollars over the next 5 years?

Project Under Consideration	Approx Cost (based on initial studies or square footage estimates)	Market Characteristics Who is target audience and what is size of potential market?	Competition What options exist (for the customer) that fill the same demand?	Financial and Economic Factors What are the operating costs vs. revenues?	Daily, Monthly, Annual Attendance What are the projected programs & attendance?	Strategic Fit How does it fit with mission, focus, staffing strengths as well as the community?	Compelling Reason What is the compelling reason to build component now?	Staff Recommendation
Oketo, Mansfield and Austin Park Fieldhouses - Renovation	According to the 2012 Facility assessment and analysis all three fieldhouses have significant issues that will require attention in order to continue operating the buildings (adjusted for inflation): Mansfield = \$56,750 Austin = \$59,600 Oketo =	The fieldhouses are primarily used for camps, and other programs such as dog obedience and preschool classes. They are also available for rental by residents for picnics, meetings and parties. These facilities were part of the neighborhood recreation strategy common in the 50's and 60's. With the construction of Prairie View, programs have	The field houses are designed as general use facilities. There are limited programming opportunities and many options in the community for general meeting space. For these reasons, the three fieldhouses are significantly underutilized	Revenues and expenses from rentals and programs in the three fieldhouses during the 2015-16 fiscal year are as follows: Austin = \$62,858 in Revenue against \$46,800 in expense generating a net of \$16,058 Mansfield = \$138,479 in revenues against	Oketo Park is the least used of the three facilities while Mansfield has the highest use. Future attendance and registration will be determined by what changes, if any are made to one or more of the field houses.	While underutilized, the three fieldhouses serve some critical programming and rental needs in the community. The challenge is in identifying opportunities to increase use to justify both operating and capital costs of maintaining the facilities.	The field houses are capital assets of the district. In order to continue operating they all require some level of investment to ensure they remain useable. While each require significant improvements, the cost of maintaining them could be prioritized and stretched out over several years. Lessening the fiscal impact on the District.	Complete a comprehensive use study of each facility with recommendations for alternate use options. Conduct a revenue and expense analysis of each facility. Include operating and capital costs compared net program and rental revenue. Use results of these studies to identify opportunities and alternatives for future use

	<p>\$77,600</p>	<p>long since been consolidated to a central facility.</p>		<p>\$76,986 in expense generating a net of \$61,493</p> <p>Oketo = \$40,123 in revenue against \$32,000 in expense generating a net of \$8,123</p> <p>It should be noted that no utilities, maintenance or capital costs are included in these calculations.</p>				
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How should we best invest available capital dollars over the next 5 years?

Project Under Consideration	Approx Cost (based on initial studies or square footage estimates)	Market Characteristics Who is target audience and what is size of potential market?	Competition What options exist (for the customer) that fill the same demand?	Financial and Economic Factors What are the operating costs vs. revenues?	Daily, Monthly, Annual Attendance What are the projected programs & attendance?	Strategic Fit How does it fit with mission, focus, staffing strengths as well as the community?	Compelling Reason What is the compelling reason to build component now?	Staff Recommendation
<p>Renovate Fieldhouses (National)</p> <p>Basic building improvements per Master Plan – facility assessment: Est. \$75,000.</p> <p>If District considers transforming National Fieldhouse into a dance studio, certain improvements must also be implemented including flooring, mirrors, ballet barres and some specialized storage and</p>	<p>Basic improvements as noted in the Master plan should be completed as part of normal facility upkeep and to meet ADA standards.</p> <p>Transforming the facility into a dance center would allow for the current program to expand significantly while also allowing more time for group fitness classes</p>	<p>Competition in dance classes is wide spread including Arthur Murray, Kaleidoscope Dance, and many others in the surrounding suburbs.</p> <p>Current registration levels in park district programs indicate the market is large enough to support existing outlets.</p>	<p>It is anticipated that with a specialized facility and more class time slots, the number of participants would increase.</p> <p>By moving out of Prairie View, the fitness program could also expand offerings, increasing its net revenue as well. This translates to increased revenues for the dance program as</p>	<p>With a dedicated space, registration could grow by 40 to 50% within a relatively short period of time.</p> <p>The same level of increase would be anticipated in the group exercise program given additional hours being available at Prairie View Community Center</p>	<p>Dance and Group fitness programming is already a staple of the district's offerings. This project allows for both to grow and provide a wider array of programming at more levels than are currently offered. A more diverse program inventory tends to strengthen the base as well. Users see a comprehensive</p>	<p>National Park fieldhouse is the largest of the four fieldhouses and has the greatest potential to increase usage and have an impact in the community.</p> <p>The fieldhouse is currently underutilized with limited programming and rentals</p> <p>The District's dance and fitness programs are</p>	<p>Direct Staff to develop a draft program schedule for dance and fitness programs based on suggested improvements.</p> <p>Develop pro forma budgets and determine potential increase in net revenues based on the draft schedules.</p> <p>If the staff exercise supports the idea of transforming National Field House into a dance studio, consider hiring an architect to develop a</p>	

	space modification. Est cost: \$60,000 to \$90,000.	at Prairie View. Target audience is children through adult and includes tap, jazz, ballet, hip hop and other popular genres.		well as group exercise classes		program and are more likely to continue registering as long as they have the opportunity to progress.	competing with each other for limited space at Prairie View and this project will allow for both to grow and serve more residents.	concept design and cost estimate. Identify sources of funds needed to pay for the improvements.
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How should we best invest available capital dollars over the next 5 years?

Project Under Consideration	Approx Cost (based on initial studies or square footage estimates)	Market Characteristics Who is target audience and what is size of potential market?	Competition What options exist (for the customer) that fill the same demand?	Financial and Economic Factors What are the operating costs vs. revenues?	Daily, Monthly, Annual Attendance What are the projected programs & attendance?	Strategic Fit How does it fit with mission, focus, staffing strengths as well as the community?	Compelling Reason What is the compelling reason to build component now?	Staff Recommendation
Harrer Park Pool Renovation/ Replacement	To be determined based on specific direction determined by Park Board	Children and families are the primary users of outdoor pool facilities. Harrer Park Pool is one of two community pools with Oriole having been replaced in 2012. With a population of approximately 23,000 the community has more pool capacity than currently needed.	In addition to the District's two outdoor pools, each of the surrounding communities have at least one outdoor waterpark. In some cases, there are two. Most of the surrounding communities have updated or relatively new facilities. Other competition comes from camps, sports leagues, family vacations and a	The operating loss for Harrer Pool for 2015, 2016 and 2017 fiscal years is projected to be \$55,761. At the same time, Oriole Pool has averaged an annual loss of \$52,149 over the same period. It should be noted that the current fiscal year projects Harrer to lose \$43,843 while Oriole's deficit is projected at	Annual attendance for Harrer Pool over the last three years has averaged 13,996 compared to 14,114 during a two-year period at Oriole. Harrer Pool Programs include open swim hours, swim lessons, rentals, water aerobics and a host of special events. Attendance is driven directly	Aquatic facilities and programs are a staple of the District (as well as almost every other area district) Pools play a significant part of many residents' summer fun. In addition to the recreational value of aquatics, the pools offer a needed service of teaching individuals how to swim.	Harrer Park Pool is 54 years old. The average life span of an outdoor pool facility in this part of the country is approximately 35 years. The pool experiences significant water loss and its filter system is antiquated and suffers from frequent breakdowns. The bath house is in poor shape and does not	Engage an architectural firm to conduct a thorough existing conditions report, including the estimated remaining useful life of the facility. Include a minimum scope of work necessary to keep the facility in compliance with IDPH code and in operation for the next five years. The architect should also assess ADA compliance and specify areas of non-compliance along with the

How should we best invest available capital dollars over the next 5 years?								
Project Under Consideration	Approx Cost (based on initial studies or square footage estimates)	Market Characteristics	Competition	Financial and Economic Factors	Daily, Monthly, Annual Attendance	Strategic Fit	Compelling Reason	Staff Recommendation
Dog Park	To be Determined based on project scope	According to the Humane Society's 2016 survey 36.5% of all households nationally own a dog. Many dog owners have more than one dog (1.6 animals on average) Dog size is fairly evenly spread among large, medium and small animals. Nearly 67% of dog owners consider their	As Dog Parks are uniquely public spaces, there is no real private sector competition. In the absence of a dog park, owners use their yards, sidewalks and other public open spaces (regardless of posted restrictions). There are several dog parks operated by neighboring park districts.	Dog Parks are operated on a membership only basis (per Cook County ordinance). Owners pay a fee per animal and that fee will generally cover all maintenance costs of the facility. More successful parks tend to generate an operating surplus.	Usage of a dog park will depend on its location, access, size and cost of membership. Assuming a membership fee of \$55 per dog and a membership total of 250 dogs, gross revenues would be \$13,750 annually.	With 36.5% of households in Morton Grove being dog owners, the community has a clear need for such a facility. Nearly 18% of mail survey respondents indicated an interest in having a dog park.	Given the national average of households with dogs as pets (36.5%) it is estimated that there are more than 3,000 households with dogs in the community. With an estimated 4,900 dogs in Morton Grove, this is a significant segment of the community that is currently not being served.	Conduct a review of available parcels of property (owned or leaseable) and determine the best location for a dog park. Take into consideration size of parcel, adjacent property uses, ease of access, parking and noise issues. Engage a landscape architect to develop plans and estimate costs of a dog park with input from stakeholders.

**MORTON GROVE
PARK DISTRICT**

PROJECTS FOR

FUTURE

CONSIDERATION

IF FUNDING

BECOMES

AVAILABLE

Project Under Consideration	Approx Cost (based on initial studies or square footage estimates)	Market Characteristics Who is target audience and what is size of potential market?	Competition What options exist (for the customer) that fill the same demand?	Financial and Economic Factors What are the operating costs vs. revenues?	Daily, Monthly, Annual Attendance What are the projected programs & attendance?	Strategic Fit How does it fit with mission, focus, staffing strengths as well as the community?	Compelling Reason What is the compelling reason to build component now?	Staff Recommendation
Prairie View Community Center - Existing Conditions and Space Analysis	A detailed report reviewing current conditions of the structure and all MEP systems, along with a space study, identifying possible building modifications to better serve the user would cost between \$15,00 and \$18,000	Prairie View Community Center is the largest and most diverse facility of the District. With fitness, a gym, program rooms and administrative offices, the facility appeals to nearly everyone in the community.	The fitness center experiences strong competition in the community, including just across Dempster Street. Gymnasium space is not as widespread and exists in local schools for the most part.	Programs, services and rentals are currently operating at near break-even with a modest \$14,590 net over direct expenses. One goal of this initiative is to determine if building improvements can help drive higher use and increase net revenue.	The fitness center currently has slightly over 1,000 members. Program growth is limited due to lack of excess program space. The conditions and space analysis will assist the District in determining what opportunities there may be to use the facility more efficiently and increase membership and program registration.	Prairie View Community Center is the flagship facility of the District and is integral to the District's operations.	As the District's most important asset, it is critical that the facility be maintained at a high level and that it continue to be relevant to the community's needs and interests. Just as the District reinvented the facility after racquetball faded, the facility should be once again evaluated to determine if it is meeting the current and future needs of the community.	Engage an architect to conduct an existing conditions study of the building, including structural and MEP systems. Complete a space study to determine if the facility is meeting current and future program needs and identify opportunities to improve, repurpose and potentially expand the facility. Provide an estimate of costs to implement each option identified.

Project Under Consideration	Approx Cost (based on initial studies or square footage estimates)	Market Characteristics Who is target audience and what is size of potential market?	Competition What options exist (for the customer) that fill the same demand?	Financial and Economic Factors What are the operating costs vs. revenues?	Daily, Monthly, Annual Attendance What are the projected programs & attendance?	Strategic Fit How does it fit with mission, focus, staffing strengths as well as the community?	Compelling Reason What is the compelling reason to build component now?	Staff Recommendation
Indoor Sports Complex	No Estimate available. First opportunity to estimate cost would be after a concept design is developed.	A well planned and comprehensive indoor sports complex would appeal to most segments of the community whether it is by age, gender or interest. The potential market would include residents as well as other area participants who might travel to the facility to participate with/against residents.	Indoor sports complexes exist throughout the near north and north shore suburbs. Types of facilities commonly found include sports courts, fitness centers, ice arenas, turf fields and pools. While there are a number of these facilities that exist, the market is strong for such indoor spaces and there is significant demand, especially for prime time.	Financial performance of such facilities is generally good. Most facilities can cover or exceed operational costs through program and usage fees. The cost to construct such a facility is generally not recoverable through operations revenue.	The level of use will depend on the types of facilities constructed. Indoor sports facilities tend to serve large numbers of participants and are used even more in the colder months of the year.	With as many as six months of the year where outdoor facilities are either limited in use or unavailable entirely, an indoor facility allows for year-long participation. This allows the district to serve more residents for more days of the year.	Given the enormity of this type of project and the many factors involved in determining if such a facility is warranted, there is no recommendation to build a facility at this time. However, there is value to beginning the investigative process to determine if the concept is sound and what types of spaces would best serve the interests of the community.	Initiate and complete an indoor sports facility study within the next five years to identify opportunities, prioritize needs and define the character of the facility. Identify possible locations for such a facility and develop a concept budget for its construction.

**MORTON GROVE
PARK DISTRICT**

PLANNING

SECRET

Project Under Consideration	Approx Cost (based on initial studies or square footage estimates)	Market Characteristics Who is target audience and what is size of potential market?	Competition What options exist (for the customer) that fill the same demand?	Financial and Economic Factors What are the operating costs vs. revenues?	Daily, Monthly, Annual Attendance What are the projected programs & attendance?	Strategic Fit How does it fit with mission, focus, staffing strengths as well as the community?	Compelling Reason What is the compelling reason to build component now?	Staff Recommendation
Update Capital Repair and Replacement Plan	None	This is a staff and Board tool that allows for long term, planned replacement of capital assets that have a specific useable life. This does not include assets such as buildings but does include vehicles, trees, mechanical equipment, roofs and the like.	The District currently has several documents that address different areas of capital replacement. The goal of this initiative would be to consolidate the lists into one document with defined sections (Parks, Pools, Prairie View Community Center, Fieldhouses etc.).	A combined document will give the district a comprehensive inventory of capital items scheduled for replacement. This is a valuable planning document that allows the District to prioritize and plan for major expenditures over a multiple year period.	N/A	Planning documents such as the Capital Repairs and Replacement list are financial and planning tools that allow the District to better manage its resources and maintain its assets.	There are currently five separate planning documents that address capital repairs and replacement. They are in different formats and do not allow staff and the Board an opportunity to have a comprehensive picture of its long term capital expenditures plan.	Determine the most appropriate format for a capital repairs and replacement schedule and modify existing, and separate documents to fit in a single document. For ease of use, the document should be divided into chapters such as pools, Parks, Prairie View CC, fieldhouses, vehicles etc.

Project Under Consideration	Approx Cost (based on initial studies or square footage estimates)	Market Characteristics Who is target audience and what is size of potential market?	Competition What options exist (for the customer) that fill the same demand?	Financial and Economic Factors What are the operating costs vs. revenues?	Daily, Monthly, Annual Attendance What are the projected programs & attendance?	Strategic Fit How does it fit with mission, focus, staffing strengths as well as the community?	Compelling Reason What is the compelling reason to build component now?	Staff Recommendation
Organizational Review of Parks Department	It may be most prudent to engage a consultant to review the current organizational structure of the Parks Department. This will provide the District with an unbiased view based on a factual review of all data. The cost would likely range from \$4,500 to \$6,000.	This is an internal exercise with the goal of determining what opportunities there may be to improve the performance and structure of the Parks Department in the most cost-effective manner.	Opportunities for partnerships and contracting out some tasks should be part of any departmental review process.	While not the only goal of this review, cost savings through multiple methodologies is an important part of the exercise.	N/A	As a public, tax supported entity, it is incumbent upon the District to look for opportunities to maintain and improve services in the most efficient and cost effective manner available.	The Parks Department has significant responsibilities within the District's structure and represents a large percentage of its expenditures. It is important to ensure that operations, policies, methodologies and overall performance are reviewed and opportunities for improvements are identified given their potential impact on the District's operations and financial health.	Engage a consultant to conduct a comprehensive review of the Parks Department, including structure, resources, policies, procedures and responsibilities. Identify opportunities for improvements and confirm areas where performance and efficiency is strong. Make recommendations to improve services and reduce costs wherever possible and practical while avoiding negative impacts to the District or community.

National Recreation and Park Association-
“Why Parks and Recreation are Essential Public Services”

Attachment B



**National Recreation
and Park Association**

2017-2018 Strategic Plan
2017-2018
2017-2018
2017-2018

Why Parks and Recreation are Essential Public Services

Parks and recreation have three values that make them essential services to communities:

1. Economic value
2. Health and Environmental benefits
3. Social importance

Just as water, sewer, and public safety are considered essential public services, parks are vitally important to establishing and maintaining the quality of life in a community, ensuring the health of families and youth, and contributing to the economic and environmental well-being of a community and a region.

There are no communities that pride themselves on their quality of life, promote themselves as a desirable location for businesses to relocate, or maintain that they are environmental stewards of their natural resources, without such communities having a robust, active system of parks and recreation programs for public use and enjoyment.

Economic Value

- Parks improve the local tax base and increase property values. It is proven that private property values increase the value of privately owned land the closer such land is to parks. This increase in private property value due to the proximity to parks increases property tax revenues and improves local economics.
- A Texas A&M review of 25 studies investigating whether parks and open space contributed positively to the property values of surrounding properties found that 20 of the 25 studies found that property values were higher. “The real estate market consistently demonstrates that many people are willing to pay a larger amount for property located close to parks and open space areas than for a home that does not offer this amenity.”
- American Forests, a national conservation organization that promotes forestry, estimates that trees in cities save \$400 billion in storm water retention facility costs.
- Quality parks and recreation are cited as one of the top three reasons that business cite in relocation decisions in a number of studies.

- Parks and recreation programs produce a significant portion of operating costs from revenue generated from fees and charges
- Parks and recreation programs generate revenue directly from fees and charges, but more importantly, provide significant indirect revenues to local and regional economies from sports tournaments and special events such as arts, music, and holiday festivals. Economic activity from hospitality expenditures, tourism, fuel, recreational equipment sales, and many other private sector businesses is of true and sustained value to local and regional economies.

Health and Environmental Benefits

- Parks are the places that people go to get healthy and stay fit.
- Parks and recreation programs and services contribute to the health of children, youth, adults, and seniors.
- According to studies by the Centers for Disease Control and Prevention, creating, improving and promoting places to be physically active can improve individual and community health and result in a 25 percent increase of residents who exercise at least three times per week.
- A study by Penn State University showed significant correlations to reductions in stress, lowered blood pressure, and perceived physical health to the length of stay in visits to parks.
- Parks and protected public lands are proven to improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, produce habitat for wildlife, and provide a place for children and families to connect with nature and recreate outdoors together.

Social Importance

- Parks are a tangible reflection of the quality of life in a community. They provide identity for citizens and are a major factor in the perception of quality of life in a given community. Parks and recreation services are often cited as one of the most important factors in surveys of how livable communities are.
- Parks provide gathering places for families and social groups, as well as for individuals of all ages and economic status, regardless of their ability to pay for access.
- An ongoing study by the Trust for Public Land shows that over the past decade, voter approval rates for bond measures to acquire parks and conserve open space exceeds 75%. Clearly, the majority of the public views parks as an essential priority for government spending.

- Parks and recreation programs provide places for health and well-being that are accessible by persons of all ages and abilities, especially to those with disabilities.
- In a 2007 survey of Fairfax County, VA, residents of 8 of 10 households rated a quality park system either very important or extremely important to their quality of life.
- Research by the Project on Human Development in Chicago Neighborhoods indicates that community involvement in neighborhood parks is associated with lower levels of crime and vandalism.
- Access to parks and recreation opportunities has been strongly linked to reductions in crime and to reduced juvenile delinquency.
- Parks have a value to communities that transcend the amount of dollars invested or the revenues gained from fees. Parks provide a sense of public pride and cohesion to every community.

National Recreation and Park Association
 For more information on the value and benefits of parks go to <http://nrpa.org>

New Business



Morton Grove
Park District

Memorandum

To: Park Board of Commissioners
From: Laura Kee, Superintendent of Human Resources
Date: December 21, 2016
Regarding: Length of Service Awards

The Park District would like to thank the following individuals for their commitment to the Park District:

Louise Jaunich	B.A.S.E. Program	5 years
Jennifer Murphy	Club Fitness	5 years
Brandon Naguita	Gymnastics Program	5 years
Christine Stancy	Pre-School Program	5 years
Lori Fernandez	Pre-School Program	10 years
Timothy McClosky	Park Police	10 years
Norm Stromberg	Park Police	10 years
Kevin Cline	Music Program	15 years
Michelle Senior	Recreation Program – Birthday Parties	15 years

Board Update & Information

Morton Grove Park District

UPDATE & INFORMATION

December 21, 2016

RECREATION AND PROGRAMMING REPORT – JOE BRUNTMYER

General/Special Events

- Staff did a great job working as a team to put on an Interfaith Ceremony, Tree Lighting and Holly Days Festival. It went well for the first year and we hope it will grow in future years.
- To date, nine letters to Santa have come in. This free program allows children in the community to receive a personalized letter from Santa.
- Calls from the North Pole will take place on 12/14. Children will receive personalized phone calls from Santa or an elf. There are currently 15 children enrolled.
- Holiday Cheer (the Park District's house decorating contest) will be judged on 12/14. There are currently 11 houses vying for the best decorated house in Morton Grove.
- Staff is busy preparing budget information for FY2017/2018.

Fitness

- We will be offering a 1-month winter special membership in December for \$24. In previous years this membership has been popular with college kids home on break.
- Members will enjoy the "12 Days of Member Appreciation" beginning Tuesday, 12/13. Each day will feature a different gift, workshop or raffle drawing.
- Our contractual stroller fitness class has started in the gym again for the season. They use the gym 3 mornings per week.
- The sauna in the men's locker room is scheduled for repairs the week of 12/12.

Club Fitness Updates	November 2016	November 2015
Fitness Club Visits	3955	3835
Fitness Club Members (as of 11/30)	665	659
GroupEx Visits	359	465
GroupEx Members (as of 11/30)	63	19
Open Gym Check-in	221	320
GroupEx/Walk-in Usage	420	545
Membership Renewal/Sales	91*	9

* The large increase in membership sales/renewals for the month of November is the result of a 3-month fitness membership deal being sold on Groupon.

Athletics

- The gymnastics team is competing in two meets this month; ten gymnasts in the Santa's Workshop Meet in Hanover Park (12/9-11) and thirty gymnasts in the Hawaiian Pineapple Classic in Schaumburg (12/16-18).
- The fall session of recreational gymnastics classes ends 12/11. Registration has started for the winter session and classes are filling quickly.
- CSL Basketball evaluations have started. There are currently sixteen participants enrolled. This is a co-op league with Skokie and Lincolnwood.
- AYSO and MGBSA are offering winter warm-up clinics in January and February at PVCC.

Seniors/Cultural Arts/Adults/Teens

- Supervisor Halverson has started her maternity leave. No news on baby Halverson as of yet, but mom is anxiously awaiting her arrival.
- A STEM class featuring the science behind Star Wars was held on 12/4 with ten participants.
- Registration for the New Years at Noon: Lunch and Bingo program is open until 12/23. This will be a great opportunity for those 55 and older to ring in the new year with friends.

Camps/Pre-School/Kinder Odyssey

- Camp staff have started to submit applications for rehire for the 2017 camp season. Returning staff must submit applications by January 15.
- Registration for the 2017/2018 preschool year has begun and classes are filling fast. In the first four days of registration, 31 students are enrolled.

Aquatics/Gap/B4 School/BASE

- Silver Bell Express trips were held 12/10 & 12/17. Both trips were sold out with 100 residents on each trip.
- As of 12/13, there are 175 students enrolled in the B4 School and B.A.S.E. programs.
- Rehire information will be sent to the 2016 aquatic staff in early-January. The hiring process for new staff will begin in March.
- Two aquatic managers will attend Ellis & Associates Lifeguard Instructor training January 2 thru the 4th.
- Upcoming Gap days are:
 - o December 26 Jump Zone
 - o December 27 Brunswick Zone - Niles
 - o December 28 Wheeling Aquatic Center
 - o December 29 Nickel City
 - o December 30 Party Time Palace
 - o January 2 No trip
 - o January 3 Fire Zone
 - o January 4 Go Bananas
 - o January 5 Tilt Studio
 - o January 6 Enchanted Castle

Museum

- The Museum hosted author Rochelle Pennington on 12/11 for “A Hidden History of Dicken’s A Christmas Carol” program at the Education Center.
- The Museum and Education Center will be closed December 26 to March 3.

Marketing

- A Black Friday Club Fitness Special was promoted via the website home page, Facebook boost and eblast. Results: 28 fitness memberships and 5 GroupEx punch passes for 30 visits.
- A Club Fitness Postcard promoting the new year fitness special and free fitness week will be mailed the first week of January; mailing to a targeted list of Morton Grove and Niles residents.
- Created a Strategic Plan Overview document: first draft routed Friday, 12/9.
- Website was updated with RecTrac link and Distinguished Agency Award logo.
- Press release for Distinguished Agency Award will be distributed the week of 12/12.
- Completed final training on website on Thursday, 12/8.
- A banner for the Preschool Open House will go up the week of 12/12.
- Promoting Gap holiday program and winter camps via Facebook boost (12/13) and targeted eblast (12/18).

FINANCE DEPARTMENT REPORT - MARTY O’BRIEN

- The Morton Grove Park District will conduct a Truth in Taxation hearing on December 21st even though it is not legally required. The increase in the final 2016 tax levy is going to be approximately 4.9% higher than the previous year.
- The District will be submitting its property tax levy to the Board on December 21st for final approval. In order to meet the county statutory requirements, the tax levy must be approved at a regular Board meeting and filed by the last Tuesday in December.
- The property tax limitation resolution which states the tax levies that can be reduced if the total exceeds the cap will also be presented at the December 16th meeting.
- We received the new Ford dump truck with the stainless bed on December 1. The purchase of the truck was that was approved on the August board meeting. The parks maintenance department removed the salt spreader from the 2006 GMC and installed it on to the new truck.
- The Honeywell controls project is going along as planned. The company has installed the new controllers, thermostats and wiring. Once this work is completed, the equipment will be wired into the new computer.
- We are currently completing our mid-year review. This entails entering all the actual revenues and expenses for the first half of fiscal year 2016-2017. Once that is completed, we will estimate the revenues and expenses for the remaining six month. Each department head will be responsible monitoring their costs and reducing them accordingly.
- With the calendar year coming to a close, we are in the process of finalizing our payroll activities such as insuring employer provided medical costs are included on W-2s, updating employees records for the new year and preparing the forms for the Affordable Care Act (ACA).

HUMAN RESOURCES— LAURA KEE

- Open enrollment for 2017 has been completed.
- Staff attended 2 trainings this month, these include Risk Management Institute, and Snow Plow Training.
- Open registration for both residents and non-residents is underway, with the new registration software.
- Human Resources will conduct first round interviews next week for the Superintendent of Parks & Facilities position.

PARK POLICE REPORT — NORM STROMBERG

- Eleven hundred and nineteen park and field house checks were conducted by the Park Police during the month of November.
- Chief Stromberg, Officer McCloskey and Officer Callaghan all completed the November “Police Law” Legal Update Computer Training. The November Training Topic was on “Child Custody and Visitation by Parents; Use of Handcuffs as a Temporary Restraint”
- Park Officers handled their everyday normal routine assignments and an additional fourteen other miscellaneous incidents, assists or assignments that occurred during the month of November. These included securing unsecured park properties found open or not properly shut down, assisting the Human Resources Department, assisting on election night with security /shutdown needs and assisting with party rental needs.