AGENDA
DUNDEE TOWNSHIP PARK DISTRICT
Board of Commissioners Meeting
March 1, 2023
7:00 p.m.

If anyone would like to submit comments for the Citizens to Be Heard section, please send to Executive Director, Dave Peterson at DPeterson@dtpd.org before 3:00 p.m. on March 1, 2023.

LOCATION: Randall Oaks Recreation Center (Multi-Purpose Room)

I. Call to Order

II. Citizens to Be Heard

III. Staff Reports
- A. Marketing Update – Katie Keller, Superintendent of Marketing and Communications
  - i. New Website Presentation
  - ii. 2022 Year-End Review

IV. Consent Agenda
- A. Approval of Items to be Considered for Consent Agenda
  - i. February 15, 2023 - Regular Board Meeting Minutes
  - ii. Accounts Payable Check Register Dated – March 1, 2023
- B. Approval of Consent Agenda

V. Director's Report

VI. President's Report

VII. Old Business

VIII. New Business
- A. Cost Recovery Policy Review – Consideration For Approval

IX. Closed Session
- A. Personnel Matters 5 ILCS 120/2(c)(1)
- B. Purchase or Lease of Real Property 5 ILCS 120/2(c)(5)
- C. Discussion of Pending, Probable or Imminent Litigation By or Against the Park District or an Employee 5 ILCS 120/2(c)(11)

X. Adjournment

Next board meeting is scheduled for March 15, 2023

Please contact Dave Peterson, Executive Director, at (847) 428-7131 x4001 with required accommodations for persons with disabilities. Notice must be given at least 48 hours prior to the scheduled board meeting.

DUNDEE TOWNSHIP PARK DISTRICT
BOARD MEETING MINUTES

The February 15, 2023 meeting of the Dundee Township Park District Board of Commissioners was held at the Randall Oaks Recreation Center. Vice President Erin O'Leary called the meeting to order at 7:01 p.m. Commissioners responding to roll call were Treasurer Jim Bonkoski. Secretary John Meschewski and Commissioner Craig Rakow. Frank Scarpelli was absent.

Citizens to be Heard
None.

Staff Reports

A. Golf Operations Update – Chris Neuhart, Director of Golf Operations provided a recap of the 2022 golf season and discussed changes for the upcoming 2023 season. Weekday leagues remain strong and the junior golf league is successful with 332 students involved in the 2022 season. Membership rates for 2023 have increased 5.6% with 12 new memberships to date. Revenue increased $54,530 over 2022 during the promo period. Permanent tee time play for Saturday and Sunday at both courses have increased for the coming year. Neuhart also reviewed the survey results sent to our golfers towards the end of the last season to allow feedback. Changes in the 2023 golf season, based on feedback and observation, will include the hiring of a full time kitchen position, evolved menu and theme nights with special menus. Consistent feedback received by staff indicated improvements are needed in the F&B area.

B. Grant Project Update on Small Animal House – Mark Simon, Superintendent of Park Services reported that they are hoping to have bids out for the project in March/April with completion by December 2023. Simon reviewed the concept budget draft completed by Wight, which is currently projected at $1,427,506, an increase of 27% from the 2021 estimate. Funding sources include a $750,000 Museum Grant, $100,000 West Dundee Impact Fees Commitment, and $400,000-$500,000 in projected Corporate Fund surpluses.

Consent Agenda

Approval of Items to be Considered for Consent Agenda – Jim Bonkoski made a motion with a second by John Meschewski to approve the Items to be considered for the Consent Agenda including the February 1, 2023 Board Meeting Minutes, the Accounts Payable Check Register dated February 15, 2023 and the Monthly Finance Report for the Period Ending January 31, 2023. The motion passed 4 to 0.

Approval of Consent Agenda –Craig Rakow made a motion with a second by John Meschewski to approve the Consent Agenda. The motion passed 4 to 0.

Director's Report

A. Peterson congratulated Mary Stallings, Adult Activities Manager for receiving the Citizen of the Year Award for the excellent service she has provided to the Carpentersville Police Department and the citizens of Carpentersville.

President's Report
None.

Old Business
None.

New Business
None.

John Meschewski made a motion with a second by Jim Bonkoski to approve the Closed Session Meeting Minutes of February 1, 2023 as presented. The motion passed 4 to 0.

Adjournment
Jim Bonkoski made a motion with a second by John Meschewski to adjourn the meeting. The motion passed 4 to 0. The meeting adjourned at 7:54 p.m.

Note: The next board meeting will be held March 1, 2023 at the Randall Oaks Recreation Center.

Check Date	Check	Vendor	Vendor Name	Amount
Bank A CORPORATE ACCOUNT				
03/01/2023	249504	00580	ACE HARDWARE	68.48
03/01/2023	249505	00902	ADVOCATE OCCUPATIONAL HEALTH	226.28
03/01/2023	249506	02485	ALARM DETECTION SYSTEMS INC	209.01
03/01/2023	249507	05402	AL WARREN OIL CO.	2,245.21
03/01/2023	249508	08726	BELLA BREW	328.25
03/01/2023	249509	13413	CENTURY SPRINGS	244.51
03/01/2023	249510	14706	SRIXON/CLEVELAND GOLF/XXIO	4,369.56
03/01/2023	249511	15270	COMED	109.33
03/01/2023	249512	15375	CONSERV FS	44.18
03/01/2023	249513	16250	DUNDEE FORD	265.28
03/01/2023	249514	19605	DYNEGY ENERGY SERVICES	14,561.40
03/01/2023	249515	20243	ECOLAB INC.	140.00
03/01/2023	249516	27495	FASTSIGNS	353.75
03/01/2023	249517	28347	FITNESS EQUIPMENT SERVICES	2,420.00
03/01/2023	249518	29111	FOX VALLEY FLOURISH	168.00
03/01/2023	249519	29328	RICK FRYER	882.00
03/01/2023	249520	32430	GRAINGER	375.40
03/01/2023	249521	32482	GRECO AND SONS INC.	484.49
03/01/2023	249522	34059	HALLORAN & YAUCH, INC.	44,350.00
03/01/2023	249523	36884	HOME DEPOT CREDIT SERVICES	436.75
03/01/2023	249524	42390	INTERSTATE BATTERIES	116.02
03/01/2023	249525	48695	KISHWAUKEE YMCA	2,560.50
03/01/2023	249526	50025	KOMPAN, INC	110.65
03/01/2023	249527	50765	HOLCIM	391.35
03/01/2023	249528	52826	LUTRON SERVICES CO., INC	141.57
03/01/2023	249529	54494	JOHN MANEY	1,682.00
03/01/2023	249530	54652	ALTA CONSTRUCTION EQUIPMENT	535.00
03/01/2023	249531	55535	MCCANN INDUSTRIES, INC.	97.78
03/01/2023	249532	56665	MENARDS - C'VILLE	535.88
03/01/2023	249533	57292	PETER MILETIC	275.00
03/01/2023	249534	57516	MUNICIPAL MARKING DISTRIBUTORS	45.00
03/01/2023	249535	59650	NADLER GOLF CAR SALES INC.	2,914.80
03/01/2023	249536	63460	OFFICIAL FINDERS, LLC	6,820.00
03/01/2023	249537	65058	OPP.FRANCHISING, INC. DBA JANI	2,171.25
03/01/2023	249538	71341	PORTER CORP.	35,908.00
03/01/2023	249539	71961	PRODUCTIVE PARKS LLC	4,550.00
03/01/2023	249540	73669	RED WING BUSINESS ADVANTAGE AC(	485.78
03/01/2023	249541	74603	ROADWAY TOWING & SERVICE	135.00
03/01/2023	249542	78570	SHERWIN WILLIAMS CO.	68.98
03/01/2023	249543	80300	SONITROL CHICAGOLAND WEST	336.00
03/01/2023	249544	85070	TOWN & COUNTRY GARDENS	112.99
03/01/2023	249545	85368	TRITZ BEVERAGE SYSTEMS	145.00
03/01/2023	249546	85680	ULINE	299.36
03/01/2023	249547	88007	UNIQUE PRODUCTS & SERVICE CORP	72.24
03/01/2023	249548	900000077	WHITE CAP, L.P.	136.44
03/01/2023	249549	900000125	CLUBPROCURE	480.00

Check Date	Check	Vendor	Vendor Name	Amount
03/01/2023	249550	900000221	JON BETTS	1,288.00
03/01/2023	249551	900000260	OLSA LIGHTNING	692.00
03/01/2023	249552	900000331	CERTIFIED LABORATORIES	545.13
03/01/2023	249553	900000446	JACQUELINE PIERCE	98.12
03/01/2023	249554	900000583	3 CHEFS CATERING INC.	1,303.78
03/01/2023	249555	900000754	PREMISTAR-NORTH	2,261.29
03/01/2023	249556	900000829	RYAN MAINS	230.00
03/01/2023	249557	900000830	ROBERT VAUGHN	500.00
03/01/2023	249558	900000831	A-1 RESTORATION INC.	4,975.65
03/01/2023	249559	900000832	JESSICA BOGIE	198.00
03/01/2023	249560	90332	VILLAGE OF SLEEPY HOLLOW	22.74
03/01/2023	249561	90333	VILLAGE OF WEST DUNDEE	95.07
03/01/2023	249562	93076	WESEMANN FEEDS	387.30
03/01/2023	249563	94075	WIGHT & COMPANY	13,557.25
03/01/2023	249564	94131	WILLIAMS ASSOCIATES ARCHITECTS	2,000.00
03/01/2023	249565	95134	WOODSTOCK DOLPHNS	3,502.00
03/01/2023	249566	PINGINC	PING INC	1,108.17
03/01/2023	249571	MISC-REF	JUDITH HAACK	40.00
03/01/2023	249572	MISC-REF	BROOKE SWANSON	121.00
03/01/2023	249573	MISC-REF	STEPHANIE ALBAVERA	50.00
03/01/2023	249574	MISC-REF	EMINE ALITOVSKA	50.00

A TOTALS:

Total of 67 Checks:	166,433.97
Less 0 Void Checks:	0.00
Total of 67 Disbursements:	166,433.97

Check Date	Check	Vendor	Vendor Name	Description	Amount
Bank A CORPORATE ACCOUNT					
03/01/2023	249504	00580	ACE HARDWARE	BATTERIES	16.99
				FASTENERS	18.58
				BATTERIES	16.99
				LOCK NUT, BOX SPACER, ETC	15.92
					68.48
03/01/2023	249505	00902	ADVOCATE OCCUPATIONAL HEALTH	EMPLOYEE SCREENINGS	226.28
03/01/2023	249506	02485	ALARM DETECTION SYSTEMS INC	QUARTERLY FEES MARCH-MAY 2023 S HC	209.01
03/01/2023	249507	05402	AL WARREN OIL CO.	REG UNLEADED-PARKS	1,915.61
				USLD UNDYED FUEL-PARKS	329.60
					2,245.21
03/01/2023	249508	08726	BELLA BREW	COFFEE	328.25
03/01/2023	249509	13413	CENTURY SPRINGS	BOTTLED WATER-ZOO BR	103.68
				BOTTLED WATER-ZOO OFFICE	15.78
				BOTTLED WATER-FINANCE	33.36
				BOTTLED WATER-RAKOW	42.15
				BOTTLED WATER-ROGC	24.57
				BOTTLED WATER-PARKS	24.97
					244.51
03/01/2023	249510	14706	SRIXON/CLEVELAND GOLF/XXIO	PRO SHOP MERCH	567.36
				PRO SHOP MERCH	1,895.76
				PRO SHOP MERCH	543.84
				PRO SHOP MERCH	1,362.60
					4,369.56
03/01/2023	249511	15270	COMED	BDGC SIGN 01/13/23-02/13/23	79.03
				TARTANS GLEN IRRIGATION 01/18/23-02/1	30.30
					109.33
03/01/2023	249512	15375	CONSERV FS	FINANCE CHARGE	44.18
03/01/2023	249513	16250	DUNDEE FORD	ROTOR ASY, BRAKE LINING	265.28
03/01/2023	249514	19605	DYNEGY ENERGY SERVICES	RORC 01/14/23-02/13/23	4,349.80
				RAKOW 01/14/23-02/13/23	5,468.12
				ROGC/PARKS 01/14/23-02/13/23	4,743.48
					14,561.40
03/01/2023	249515	20243	ECOLAB INC.	RENTAL 02/07/23-03/06/23	140.00
03/01/2023	249516	27495	FASTSIGNS	CAST VINYL LOGO	353.75

Check Date	Check	Vendor	Vendor Name	Description	Amount
03/01/2023	249517	28347	FITNESS EQUIPMENT SERVICES	REPAIRS	200.00
				QUARTERLY SERVICE CONTRACT	1,125.00
				QUARTERLY SERVICE CONTRACT	900.00
				EQUIPMENT REPAIRS	195.00
					2,420.00
03/01/2023	249518	29111	FOX VALLEY FLOURISH	PRIVATE BATON LESSONS-JAN 2023	168.00
03/01/2023	249519	29328	RICK FRYER	ISSHINRYU KARATE	882.00
03/01/2023	249520	32430	GRAINGER	AIR FILTERS	89.28
				T-STAT	42.62
				PAPER TOWEL DISPENSER	243.50
					375.40
03/01/2023	249521	32482	GRECO AND SONS INC.	FOOD SUPPLY	484.49
03/01/2023	249522	34059	HALLORAN & YAUCH, INC.	INSTALLATION-PUMP STATION	44,350.00
03/01/2023	249523	36884	HOME DEPOT CREDIT SERVICES	RND PUFF	38.47
				SWITCH REPLACEMENT SUPPLIES	26.73
				PAINTING SUPPLIES	102.91
				TAPE MEASURE, BANDSAW BLADE	28.82
				INDOOR TIMER	159.94
				INSULATED ELECTICAL TOOLS	109.88
				PALLET DEPOSIT REFUND	(30.00)
					436.75
03/01/2023	249524	42390	INTERSTATE BATTERIES	BATTERY #D10	116.02
03/01/2023	249525	48695	KISHWAUKEE YMCA	DOLPHIN SWIM MEET	2,560.50
03/01/2023	249526	50025	KOMPAN, INC	R.O. PARK-FITTINGS	110.65
03/01/2023	249527	50765	HOLCIM	5K SAND	391.35
03/01/2023	249528	52826	LUTRON SERVICES CO., INC	GOLD SUPPORT PLAN #725118 JAN-JUNE	592.60
				CREDIT JOB #184581	(451.03)
					141.57
03/01/2023	249529	54494	JOHN MANEY	HAY	975.00
				HAY	707.00
					1,682.00
03/01/2023	249530	54652	ALTA CONSTRUCTION EQUIPMENT	SMALL TOOLS	535.00
03/01/2023	249531	55535	MCCANN INDUSTRIES, INC.	SPRING	97.78
03/01/2023	249532	56665	MENARDS - C'VILLE	EXPANDABLE FOAM, TOOL HOLDER, ETC	91.87
				NOZZLE	50.97
				PORT USB	4.99
				4X8 BCX UL, SELECT BOARD	113.88
				ALUM ANG, COUNTERSINK BITS	74.71
				CARBON BLOCK FILTER, CARTRIDGE	99.96

Check Date	Check	Vendor	Vendor Name	Description	Amount
				WHOLEHOUSE FILTER	19.99
				FUSETRON PLUGS	19.52
				CEILING MOUNTED HEATER	59.99
					535.88
03/01/2023	249533	57292	PETER MILETIC	AAC ENTERTAINMENT	275.00
03/01/2023	249534	57516	MUNICIPAL MARKING DISTRIBUTORS	OAK LATH	45.00
03/01/2023	249535	59650	NADLER GOLF CAR SALES INC.	CART FLEET REPAIRS	2,850.24
				REPLACEMENT SEAT COVER	64.56
					2,914.80
03/01/2023	249536	63460	OFFICIAL FINDERS, LLC	VOLLEYBALL REFS	200.00
				SOCCER REFS	100.00
				BASKETBALL REFS	400.00
				VOLLEYBALL REFS	240.00
				VOLLEYBALL REFS	240.00
				BASKETBALL REFS	1,600.00
				VOLLEYBALL REFS	240.00
				BASKETBALL REFS	1,760.00
				BASKETBALL REFS	1,560.00
				VOLLEYBALL REFS	240.00
				VOLLEYBALL REFS	120.00
				VOLLEYBALL REFS	120.00
					6,820.00
03/01/2023	249537	65058	OPP.FRANCHISING, INC. DBA JANI	NOV. MONTHLY SERVICE REVISED-BDGC	66.72
				MONTHLY CLEANING-OCT. BDGC	701.51
				MONTHLY CLEANING-SEPT. BDGC	701.51
				MONTHLY CLEANING-AUG. BDGC	701.51
					2,171.25
03/01/2023	249538	71341	PORTER CORP.	ZOO PONY WHEEL	35,908.00
03/01/2023	249539	71961	PRODUCTIVE PARKS LLC	ANNUAL SOFTWARE MAINTENANCE	4,550.00
03/01/2023	249540	73669	RED WING BUSINESS ADVANTAGE AC	STAFF UNIFORM BOOTS	485.78
03/01/2023	249541	74603	ROADWAY TOWING & SERVICE	INSPECTIONS	135.00
03/01/2023	249542	78570	SHERWIN WILLIAMS CO.	PAINT	68.98
03/01/2023	249543	80300	SONITROL CHICAGOLAND WEST	SECURITY-BDGC GROUNDS 3/1/23-5/31/23	336.00
03/01/2023	249544	85070	TOWN & COUNTRY GARDENS	FLOWERS-HILBERT	112.99
03/01/2023	249545	85368	TRITZ BEVERAGE SYSTEMS	LINES CLEANED-ROGC	75.00
				LINES CLEANED-ROGC	35.00
				LINES CLEANED-ROGC	35.00
					145.00
03/01/2023	249546	85680	ULINE	FIRST AID SUPPLIES	299.36
03/01/2023	249547	88007	UNIQUE PRODUCTS & SERVICE CORP	FACIAL TISSUE	72.24

Check Date	Check	Vendor	Vendor Name	Description	Amount
03/01/2023	249548	900000077	WHITE CAP, L.P.	SAFETY GLASSES	136.44
03/01/2023	249549	900000125	CLUBPROCURE	CLLUBPROCURE DUES	480.00
03/01/2023	249550	900000221	JON BETTS	TENNIS LESSONS	1,288.00
03/01/2023	249551	900000260	OLSA LIGHTNING	DOLPHIN SWIM MEET	692.00
03/01/2023	249552	900000331	CERTIFIED LABORATORIES	PREMALUBE	545.13
03/01/2023	249553	900000446	JACQUELINE PIERCE	MILEAGE 01/12/23-01/31/23	98.12
03/01/2023	249554	900000583	3 CHEFS CATERING INC.	F/T EMPLOYEE LUNCH	1,303.78
03/01/2023	249555	900000754	PREMISTAR-NORTH	LABOR-RTU 6	344.00
				LABOR-FURNANCE WASHINGTON ST	344.00
				LABOR-BOILER 1 AND 2	1,573.29
					2,261.29
03/01/2023	249556	900000829	RYAN MAINS	2022 PDRMA PATH INCENTIVE PAYMENT	230.00
03/01/2023	249557	900000830	ROBERT VAUGHN	REIMBURSEMENT-V. OF E DUNDEE CITAT	500.00
03/01/2023	249558	900000831	A-1 RESTORATION INC.	GENERAL DEMOLITION, HEAVY EQUIPMEI	4,975.65
03/01/2023	249559	900000832	JESSICA BOGIE	DOLPHIN SWIM MEET	198.00
03/01/2023	249560	90332	VILLAGE OF SLEEPY HOLLOW	S HOLLOW WATER 12/30/22-01/31/23	7.58
				S HOLLOW WATER 12/30/22-01/31/23	15.16
					22.74
03/01/2023	249561	90333	VILLAGE OF WEST DUNDEE	PR. MEADOW 11/29/22-01/24/23	95.07
03/01/2023	249562	93076	WESEMANN FEEDS	FEED	387.30
03/01/2023	249563	94075	WIGHT & COMPANY	ZOO SMALL ANIMAL BUILDING	13,557.25
03/01/2023	249564	94131	WILLIAMS ASSOCIATES ARCHITECTS	RAKOW LOCKER ROOMS	2,000.00
03/01/2023	249565	95134	WOODSTOCK DOLPHNS	DOLPHIN SWIM MEET	3,502.00
03/01/2023	249566	PINGINC	PING INC	PRO SHOP MERCH	416.19
				PRO SHOP MERCH	691.98
					1,108.17
03/01/2023	249571	MISC-REF	JUDITH HAACK	PROGRAM REFUND	40.00
03/01/2023	249572	MISC-REF	BROOKE SWANSON	PROGRAM REFUND	121.00
03/01/2023	249573	MISC-REF	STEPHANIE ALBAVERA	PROGRAM REFUND	50.00
03/01/2023	249574	MISC-REF	EMINE ALITOVSKA	PROGRAM REFUND	50.00

A TOTALS:

Total of 67 Checks:	166,433.97
Less 0 Void Checks:	0.00
Total of 67 Disbursements:	166,433.97

COST RECOVERY POLICY

March 1, 2023

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MISSION

We are dedicated to enhancing the quality of life through exceptional parks, facilities, and community-driven programming.

VISION

We aspire to exceed the needs of our Community by pursuing excellence.

VALUES

Accountability

Each staff member will exhibit a willingness to accept responsibility as well as account for one's own actions. We pride ourselves in our consistent efforts toward making the most of our resources through each staff member's commitment to excellent performance.

Communication

Communication is the act of conveying the intended meaning of a message to ensure common interpretation of information. This relates to the spoken and written word, our brand and image, and our relationships with one another as a staff group and to the community at large.

Connected to Community

As an organization, we will work toward fulfilling the needs of our residents and customers through continuous feedback processes, listening to our customers, developing awareness through our marketing methods, and ensuring that we understand the needs of our community.

Integrity

We endeavor to work with each other honestly, with strong moral principles and being true to ourselves and others.

Team Oriented

We work together toward a common goal through collaboration and respect.

Pyramid Methodology

Mostly Community Benefit

- The foundational level of the pyramid is the largest, and includes those services including programs and facilities, which mostly benefit the community as a whole.

Considerable Community Benefit

- The second level of the pyramid represents services, which promote individual physical and mental well-being, and may begin to provide skill development.
- Traditionally expected services and/or beginner instructional levels.

Individual/Community Benefit (Balanced Individual and Community Benefit)

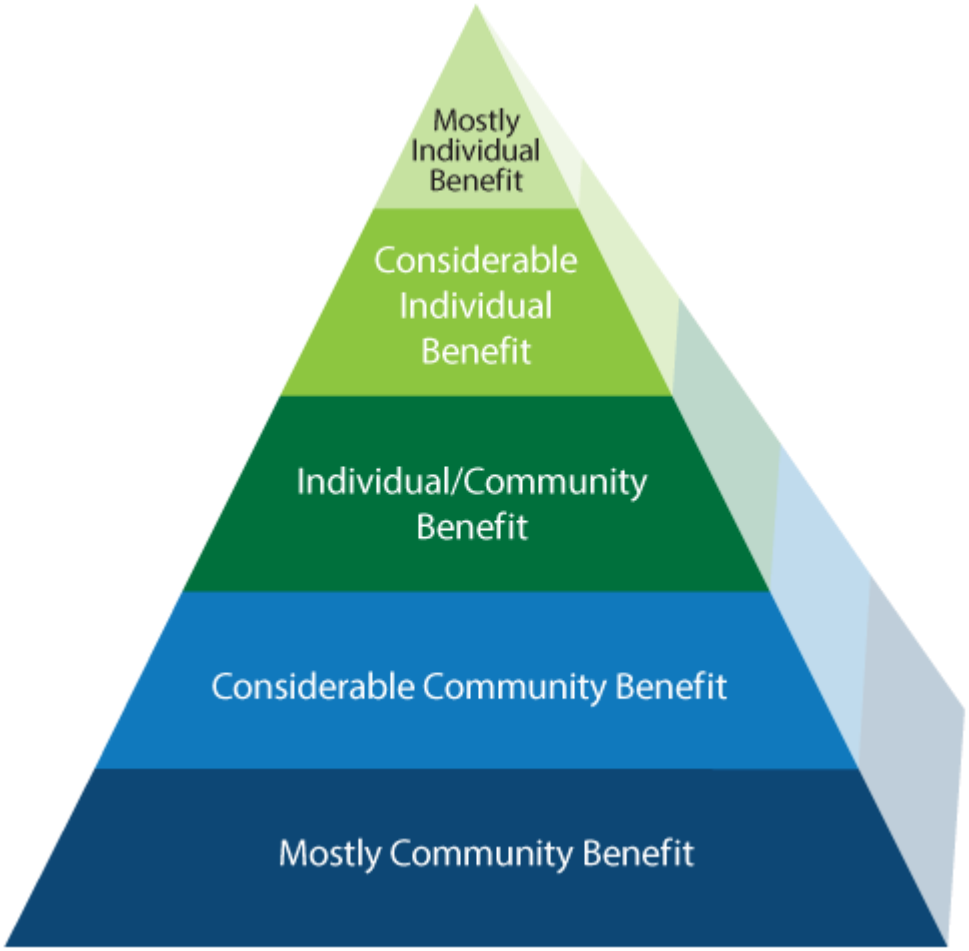
- The third level of the pyramid represents services that promote individual physical and mental well-being, and provide an intermediate level of skill development.

Considerable Individual Benefit

- The fourth level of the pyramid represents specialized services generally for specific groups, and those, which may have a competitive focus.

Mostly Individual Benefit

- At the top of the pyramid, the fifth level represents services, which have profit center potential, may be in the same market space as the private sector, or may fall outside the core mission of the agency.



DTPD Categories of Service

Open (Non-Monitored) Access: Parks and facilities that are open access to the public and do not include staff/volunteer supervision or oversight. Examples include: Parks, Sled hill, Outdoor Basketball and Tennis courts, Playgrounds, Trails, Ice Rink, Skate Park, Splash Pad.

Community Events: Events designed to bring the DTPD community together, typically on an annual basis. Examples include: Concerts in the Park, Fireworks and Concert, Family Nights

Beginner/Introductory Activities: Beginner and introductory levels lean toward introducing a skill or providing a basic understanding of the fundamentals of a skill. Examples include: Dance I Classes, Youth Soccer, Youth Basketball, Sports R Us Classes, Early Childhood Classes, Group Swim Lessons, Junior Golf Clinics, Day Camp, Sports Camp, Schools Out Club.

Special Events: Events designed for a specific age group, interest, need and ability. These events typically serve a market niche. Examples include: Frozen Oaks 5K, Egg Hunt, Family Fishing Day, Boo at the Zoo, Boo Thru, Jolly Stop.

Intermediate/Advanced Activities: Intermediate or advanced levels focus on further development of a skill, excelling in the activity, or focusing on competition. Examples include: Jr. Dolphin Pre-Swim, Dundee Dolphins Swim Team, Level 5 & 6 Swim Lessons, Jr. Golf League.

Enrichment Services: Led and/or supervised services that focus on education, personal health and life skills development. Examples include: Preschool, Circle of Friends, Lifeguard Training, First Aid/CPR Classes, Group Exercise Classes, Senior Services, Adult Activities Center Programs.

Specialized Services: Opportunities via daily passes, admissions, fees or memberships to specialized facilities, locations and/or areas that are maintenance and labor intensive, which include staff supervision or oversight, and are non-instructional. Examples include: Zoo Membership, Zoo Daily Admission, Fitness Membership, Fitness Daily Admission, Pool Passes, Pool Daily Admission, Open Gym, Golf Annual Passes, Golf Daily Fees.

Private/Semi-private Activities: Specific, focused, often individualized services designed to support a smaller target audience with unique needs, interests and/or skill sets. Examples include: Personal Training, Individual and Small Group Golf Lessons, Private Swim Lessons.

Rentals: Park, shelter, banquet and recreation facility rentals available throughout the Park District providing exclusive use. Examples include: ROGC Banquet Rentals, RORC and Rakow Center Gym and Room Rentals, Park Services Shelter Rentals, Field Rentals.

Food and Beverage: The availability of consumable goods for purchase at various District areas. Examples include: Golf Courses, Dolphin Cove and Sleepy Hollow Concessions, Randall Oaks Zoo, Vending Machines.

Merchandise for Resale: The availability of non-consumable goods for purchase at various District areas. Examples include: Golf Courses, Dolphin Cove, Randall Oaks Zoo.

5. Mostly Individual Benefit
    - Personal Training Sessions
    - Rentals
    - Overnight Trips
    - Private Swim Lessons
    - Merchandise
    - Concessions
    - Vending Machines
    - Circle of Friends
    - Field Rentals (Competitive Teams)
4. Considerable Individual Benefit
    - Paid Fitness Classes
    - Fitness Memberships
    - AAC Day Trips
    - Zoo Memberships
    - Swim Teams
    - Adult Leagues
    - Preschool
3. Individual Community Benefit
    - Library Lease (RORC)
    - General Programs
    - Camps/Schools Out Club
    - Contracted Rec Programs
    - Dance
    - Group Swim Lessons
    - Aquatics Group Rate/Admission (Non-Community Partner)
    - Youth Leagues
    - Field Rentals (Community Based)
    - Open Gyms
    - Theatre
    - Paid Senior Programs
    - Randall Oaks Zoo Programs
    - Randall Oaks Zoo
2. Considerable Community Benefit
    - Aquatic Centers/Pools
    - Aquatics Group Rate/Admission (Community Partner)
    - Food Pantry (Washington Street)
    - Inclusion Services
    - Intergovernmental Agency Activities (HS Swim Team)
1. Mostly Community Benefit
    - Adult Activities Center – Drop-in
    - Parks/Trails/Volleyball courts/Inline skating/ice skating rinks/splash pad
    - Free Family Nights
    - Free Special Events/Entertainers
    - Walking Track
    - Free Fitness Programs/Yoga in the Park
    - Free Public Space Use – Recreation Facilities
    - D300 Zoo Entrance

Golf Operations Cost Recovery Pyramid

5. Mostly Individual Benefit
    - Bar/Snack Shop
    - Restaurant
    - Golf Private Lessons
    - Rentals
    - Merchandise Sales
    - Driving Range
4. Considerable Individual Benefit
    - Permanent Tee Times
    - Adult Leagues
    - Jr. Leagues
    - Daily Fee Golf
    - Golf Memberships
    - District Tournaments
    - Outside Tournaments
    - Golf Outings Private (Private)
    - Golf Simulators
3. Individual Community Benefit
    - Jr. Golf Clinics
    - Adult Golf Group Classes
    - Golf Outings (NFP)
2. Considerable Community Benefit
    - Intergovernmental Agency Activities (Jacobs, Hampshire, Barrington)
    - Wounded Warrior Golf Program
    - Short Courses
1. Mostly Community Benefit
    - Free Introduction Clinics
    - Chip and Putt Areas
    - Intergovernmental Agency Activities (Dundee Crown)

Direct Costs

Any expense, fixed and variable, directly attributable to a provided facility or service. These expenses would not exist without the service. Examples include:

- Labor for full-time and part-time staff, seasonal, and volunteer; benefits; requirements for being an employee costs
    - Recreation Supervisor wages
    - Park Services Department full-time, part-time, and seasonal staff wages
    - Golf Course full-time, part-time, and seasonal staff
    - Part-time staff (field supervisors, scorekeepers, counselors, instructors, cashiers, etc.)
    - Personnel benefits including FICA; Medicaid; Workers' Compensation Insurance; Unemployment Insurance; pension; health, dental and other insurance premiums as applicable.
    - Background checks and pre-employment physicals and drug screenings of employees and volunteers
    - Marketing labor (staff costs) specific to a program
- Contracted services for officials, instructors, entertainers, etc.
- Contracted maintenance services (golf course grounds maintenance and repairs, outsourced park and facility maintenance and repairs, trash and recycling services, fertilizer and herbicide applications, tree removal, portable restroom facility rental, mechanical equipment repairs & maintenance, etc.)
- Consumable equipment and supplies – typically less than a one year life-cycle (balls; arts & crafts supplies; herbicide; fertilizer; trash bags; aquatic supplies including chemicals, kick boards and first aid supplies; rescue equipment; cups/plates/utensils, food and beverage, awards and trophies, all restaurant and golf course equipment and supplies)
- Non-consumable equipment purchased only for a particular service that requires periodic, continual repair, maintenance and replacement (balls, bases, fitness equipment, tables, chairs, aquatic park mechanical equipment, umbrellas, lane lines, diving blocks, soccer goals, tennis nets, fencing, restaurant and golf course copiers, telecommunications equipment, computers, AV equipment, etc.)
- Uniforms, logoed shirts, etc. for participants, program staff, and volunteers.
- Licenses and Permits – health, food and alcohol
- Licensing agreements for the use of motion pictures
- Software licensing for specific operations such as golf operations; registration.
- Professional association memberships.
- Program and facility specific training (coaching, staff development, lifeguarding, etc.)
- Transportation of participants – program specific busses and vans for trips and associated fleet costs including repairs
- Targeted marketing, promotions, printing, distribution, print advertising, etc.
- Facility utilities for golf courses and aquatic centers (Not Parks Department, Rakow Center, RORC or other satellite facilities).
- For Golf Operations:
    - Merchant fees
    - Registration transaction fees
    - Legal fees and legal notices
    - Employment advertisements

Indirect Costs

Remaining overhead, both fixed and variable, including the administrative costs of the agency, not identified as Direct Costs and that would generally exist without any one specific service. Examples include:

- Administrative full-time and part-time staff labor (Department heads, human resources, customer service personnel, finance personnel, parks department personnel, recreation facility personnel, etc.)
    - Percent of any full-time wages that are not apportioned to a specific facility or service (may include training, etc.)
    - Personnel benefits including FICA; Medicaid; Workers' Compensation Insurance; Unemployment Insurance; pension; health, dental and other insurance premiums as applicable.
    - Background checks and pre-employment physicals and drug screenings of employees and volunteers
- Information Technology (IT) services
- Property and casualty insurance (PDRMA) –non-event specific
- Facility utilities for Parks Department, Rakow Center, RORC or other satellite facilities etc.
- Facility safety and security costs (surveillance cameras, security & fire alarms, etc.)
- Consumable equipment and supplies for Recreation Centers, Parks Department, etc. (janitorial supplies including toilet paper, mops and cleaning supplies; kitchen supplies, staff uniforms/logo apparel; etc.)
- Service contracts and non-consumable equipment that require periodic repair, maintenance and replacement (copiers, printers, fax machines, telephones, computers, AV equipment, facility mechanical equipment, etc.)
- Office supplies;
- Staff training, professional development, continuing education, professional affiliations, meetings, and associated travel costs, etc.
- Agency association memberships (Illinois Association of Park Districts, Illinois Park & Recreation Association, National Recreation & Park Association, Chamber of Commerce, etc.)
- Licensing agreements for the use of music (ASCAP, BMI, SESAC etc.)
- Merchant fees
- Registration transaction fees
- Legal fees and legal notices
- Employment advertisements
- Trash and recycling services
- General park district marketing and communications (web site design and maintenance, program guide, social media communications, postage, etc.)
- Shared Transportation costs – non-program specific busses, vans and associated fleet costs, as well as staff mileage not related to specific programs
- Parks maintenance that is not considered direct costs.

Current Subsidy/Cost Recovery Levels

District Revenue	2021-2022	2020-2021	2019-2020	2018-2019	2017-2018
Taxes	$ 6,507,894	$ 5,726,006	$ 5,360,754	$ 5,064,853	$ 5,292,706
Charges for Services	$ 7,239,180	$ 4,706,840	$ 6,705,537	$ 8,031,614	$ 7,719,047
Intergovernmental	$ 283,830	$ -	$ -	$ -	$ 26,000
Investment Income	$ 1,489	$ 6,522	$ 83,673	$ 88,647	$ 45,487
Other	$ 226,922	$ 255,480	$ 213,406	$ 198,847	$ 213,115
Total	*$ 14,259,315*	*$ 10,694,848*	*$ 12,363,370*	*$ 13,383,961*	*$ 13,296,355*
Tax Revenue vs. All District Earned Revenue					
Taxes	46%	54%	43%	38%	40%
Charges for Services	51%	44%	54%	60%	58%
Intergovernmental	2%	0%	0%	0%	0%
Investment Income	0%	0%	1%	1%	0%
Other	2%	2%	2%	1%	2%
Tax Revenue vs. Charges for Services					
Taxes	47%	55%	44%	39%	41%
Charges for Services	53%	45%	56%	61%	59%

	2021-22	2020-21	2019-20	2018-19	2017-18	2016-17	Notes
ROGC	99.09%	104.93%	82.38%	86.70%	94.11%	92.26%	
BDGC	136.99%	130.61%	91.25%	79.00%	88.13%	85.04%	
RO Park and Zoo	90.70%	47.15%	72.19%	91.59%	89.98%	94.96%	Includes Staff Benefits
AAC	58.31%	11.55%	60.74%	68.78%	66.43%	68.59%	Includes AAC Manager's Salary
Aquatics	59.43%	39.80%	58.72%	64.93%	64.90%	72.13%	Includes 50% Maintenance Salaries
Athletics	177.17%	120.58%	138.74%	131.29%	119.76%	126.42%	Includes Athletic Supervisor Salary
COF	193.88%	90.67%	152.24%	205.25%	169.91%	154.12%	Includes Recreation Supervisor Salary and Benefits
Fitness	88.79%	57.98%	123.43%	147.28%	150.37%	166.66%	Includes 15% Facility Manager Salary
Preschool	131.36%	86.61%	110.45%	160.43%	122.17%	127.52%	Includes 63% Recreation Supervisor Salary
Youth Programming	148.03%	70.23%	125.50%	144.47%	130.63%	126.96%	Includes Portion of Two Recreation Supervisor Salaries

Influential Factors and Considerations

The Commitment Factor

- What is the intensity of the program; what is the commitment of the participant?

Trends Factor

- Is the program or service a traditional program or a fad?

The Marketing Factor

- What is the effect of the program in attracting customers?

The Relative Cost to Provide Factor

- What is the cost per participant?

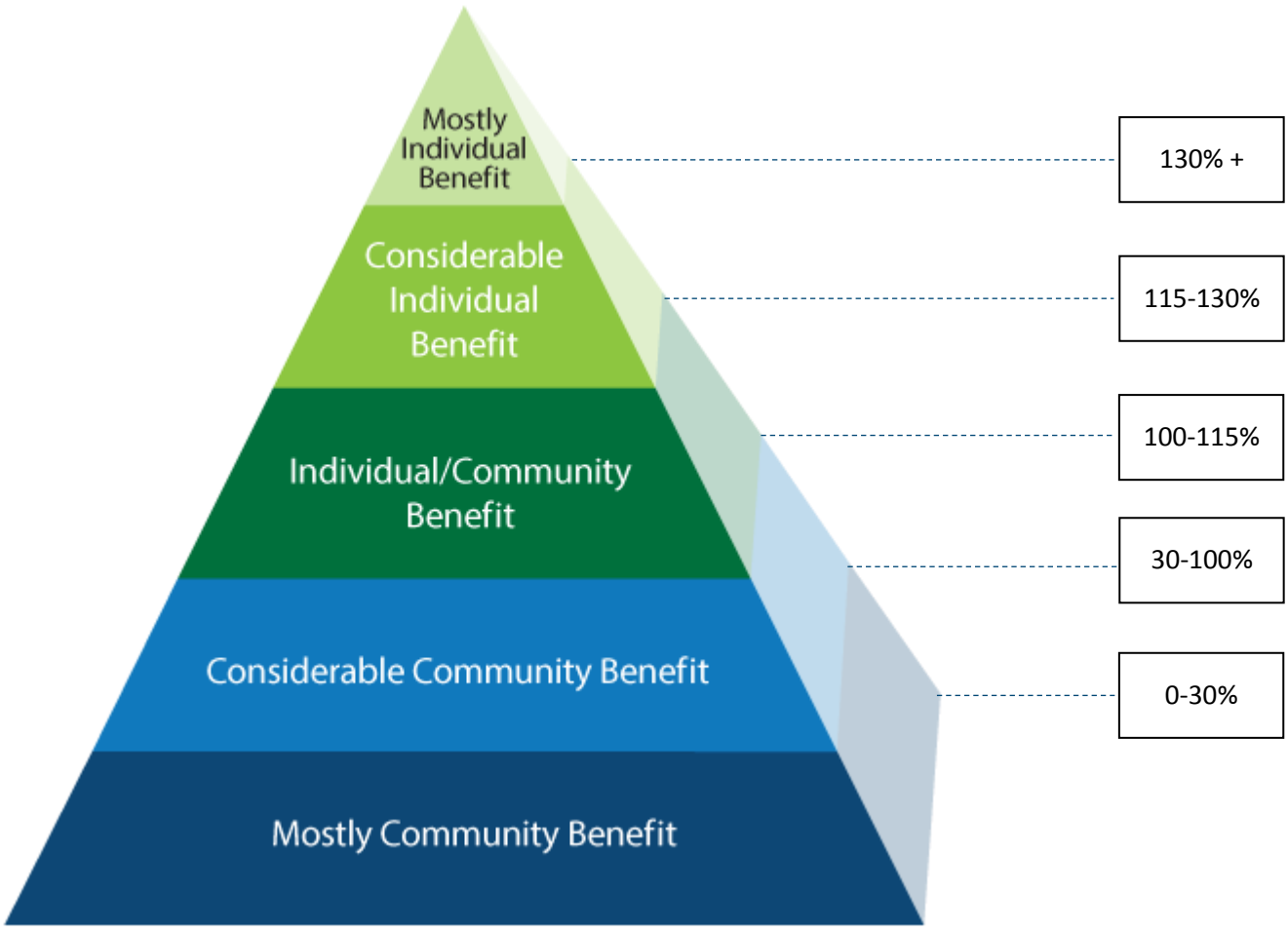
The Economic Conditions Factor

- What are the financial realities of the community?

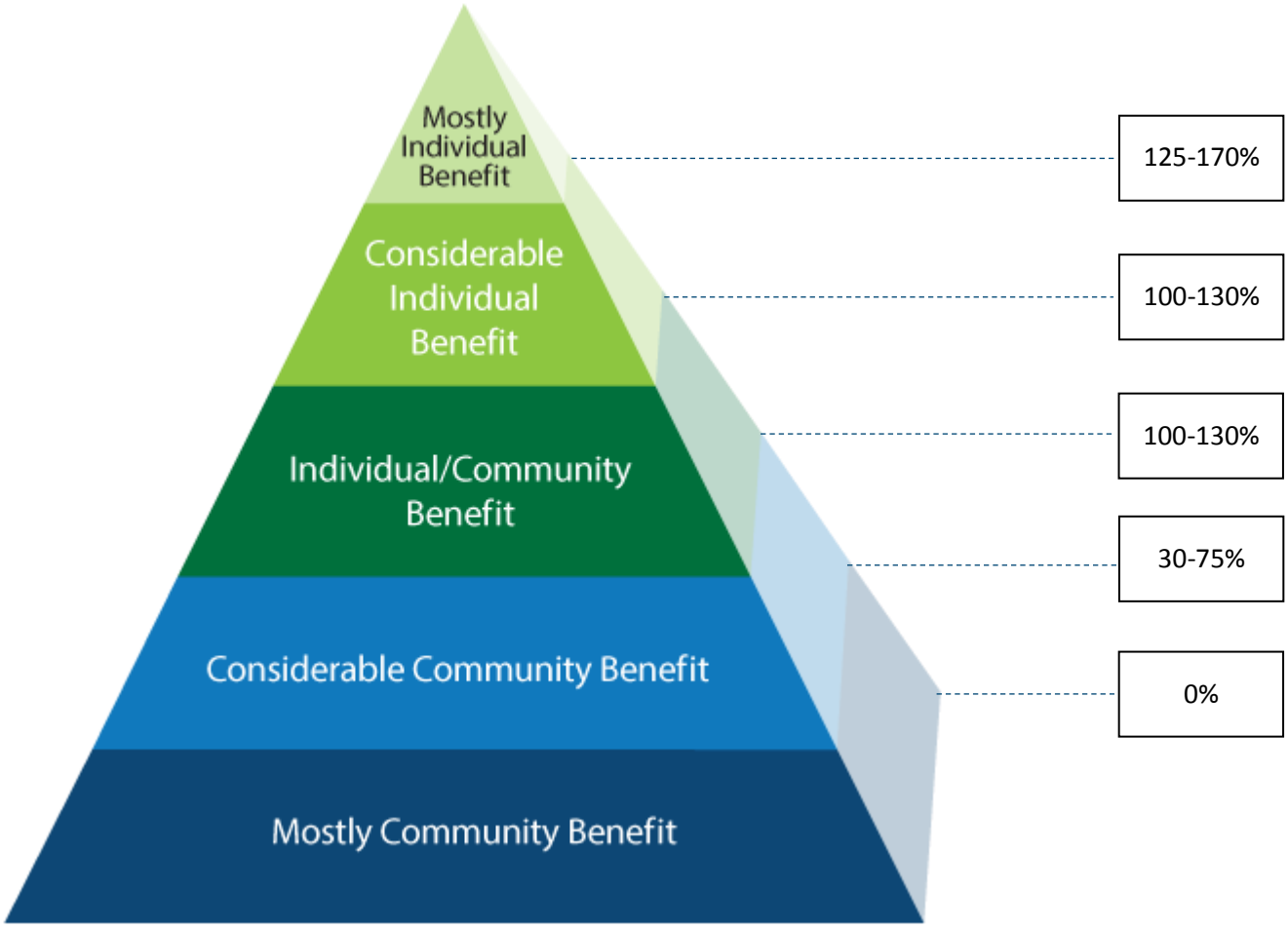
Financial Goals Factor

- Are we targeting a financial goal such as increasing sustainability while decreasing subsidy reliance?

DTPD Cost Recovery Goals (Non-Golf)



DTPD Cost Recovery Goals (Golf)



Evaluation

The Dundee Township Park District will use this process to:

1. Illustrate a comprehensive cost recovery and subsidy allocation philosophy.
2. Train all staff as to how and why programs and services are priced the way they are.
3. Shift subsidy levels to where it is most appropriately needed.
4. Benchmark future District financial performance.
5. Continue to enhance financial sustainability.
6. To show how revenue generation can help avoid service reductions while meeting budget subsidy targets.
7. Help determine and justify program and service pricing increases.

Dundee Township Park Disrict Program Budget Worksheet

Program Name *Program Example*

Expenses

Staff

Type	Number of	Rate of Pay	Hours/Week	Weeks	Total
Head Instructor	1	$20.00	1.5	8	$240.00
Assistant Instructor	2	$15.00	1.5	8	$360.00
					$0.00
					$0.00
					$0.00
					$0.00
		Total Wages			**$600.00**

Supplies and Materials/Direct Expenses

General Description	Number	Amount	Total
Program Supplies	10	$15.00	$150.00
Equipment	10	$25.00	$250.00
			$0.00
			$0.00
			$0.00
	Total Supplies and Materials		**$400.00**

Other Expenses/Indirect Expenses

General Description	Number	Amount	Total
5% FT Supervisor	1	$3,000.00	$3,000.00
			$0.00
			$0.00
			$0.00
			$0.00
	Total Other		**$3,000.00**

Grand Total Expenses **$4,000.00**

Revenue

Projected # of Participants	Resident Fee	Program Fees Anticipated
50	$100.00	$5,000.00
Total Program Revenue		**$5,000.00**
Total Other Revenue		**$0.00**

Grand Total Revenue **$5,000.00**

Program Net

$1,000.00

125.00%