



**COMPREHENSIVE
MASTER PLAN
2026-29**

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SECTION 1.0 - INTRODUCTION

1.1 ACKNOWLEDGMENTS

This Comprehensive Master Plan (CMP) results from the collaborative efforts of District staff, senior leadership team, Park District committee members and the Board of Commissioners. Most importantly, much, if not all, the planning is based on input from our residents and customers. As in the past, the ETC Institute, a survey consultant, conducted quantitative research through resident focus groups and stakeholder interviews, and qualitative research through the development and analysis of a statistically valid citizen survey/needs assessment. We appreciate the feedback and information received and have done our best to incorporate the points made into our Future Plans.

The Park District acknowledges and thanks all the individuals involved in this process.

1.2 COMMISSIONERS, COMMITTEE REPRESENTATIVES, COMMUNITY REPRESENTATIVES AND STAFF

- I. The District is overseen by a five-member elected Board, whose Commissioners serve four-year terms.
 - A. The current (2025) Commissioners are:
 1. Bob Schmidt
 2. Scott Longueil
 3. Bernie Mayle
 4. Jack Trudel
 5. Brian Berg, Jr.
 - B. The Board has five officer positions: President, 1st Vice President, 2nd Vice President, Secretary and Treasurer, which are rotated annually.
- II. Committee representatives serve on the Park District's various sub-committees. Current members include:
 - A. Finance Committee
 1. Richard Osten
 2. Robert Hager
 - B. Joint Advisory Committee
 1. Allison Bies
 2. Brian Burke
 3. Donna Johnson
 4. Jason Mitchell
 5. Tiffany Greene
 6. Marc Campbell
 7. Ritesh Shah
 - C. Naming Committee
 1. Marc Campbell
 2. John Selke

- III. Community representatives are from other governmental agencies within the District's boundary who regularly interact with the District.
 - A. Village of Schaumburg
 - 1. Tom Dailly – Mayor, Schaumburg
 - 2. Brian Townsend – Village Manager, Schaumburg
 - B. Township of Schaumburg
 - 1. Timothy M. Heneghan – Supervisor
 - C. Township High School District 211
 - 1. Steven Rosenblum – Board of Education President
 - 2. Dr. Judith Campbell – Superintendent of Schools
 - D. School District 54
 - 1. Nicholas Scipione - President
 - 2. Andrew DuRoss - Superintendent
 - E. Township Library
 - 1. Emily Gilbert – President
 - 2. Annie Miskewitch – Executive Director
- IV. Senior Management at the District is:
 - A. Tony LaFrenere, Executive Director
 - B. Robert Ward – Deputy Director/Director of Operations
 - C. Keith O'Donnell – Director of Finance & Administration
 - D. Justin Sienkiewicz – Director of Communications
 - E. Jonathon Parsons - General Manager of Golf
 - F. Alison Mielitz – Manager of Human Resources
 - G. Todd King – Director of Parks and Planning

1.3 INTRODUCTION / PURPOSE STATEMENT

This document outlines a comprehensive plan for developing all aspects of the Park District, encompassing facilities, parks, and recreational programming. It identifies what staff and the Board have decided are the important goals and projects the District should strive to achieve over the next three years. To better identify and track these items, the plan is divided into sections that discuss primary areas of District operations, such as facilities and parks.

Staff develop the plan in a three-step approach. First, gain a complete understanding of the District's existing conditions. Second, identify important patron/citizen attitudes and interests concerning the direction of the District. And finally, create a three-year strategic plan that reflects the vision of patrons, stakeholders, and staff for park and recreation services in Schaumburg. This plan can then serve as the basis for annual "tactical" goals that staff can achieve.

1.4 GOALS OF THE COMPREHENSIVE MASTER PLAN (CMP)

- I. Conduct a comprehensive environmental evaluation and analyze collected data, including but not limited to a demographic profile, SWOT analysis, benchmarking, internal and external influences, and Trends.
- II. Conduct a complete inventory and assessment of the District to understand existing conditions fully.
- III. Provide a variety of meaningful resident and community involvement opportunities throughout the plan's development.
- IV. Obtain quantitative and qualitative citizen input regarding District operations, services and priorities.
- V. Align the District's mission, vision and values to reflect the information gathered from above.
- VI. Establish District goals and initiatives that reflect the Future priorities of the District.
- VII. Develop strategies through measurable annual objectives to fulfill the mission and vision of the District, as well as to maintain its values.

SECTION 2.0 - EXECUTIVE SUMMARY

This plan was developed using a three-step approach:

1. Gain a complete understanding of the District's existing conditions.
2. Identify necessary patron/citizen attitudes and interests concerning the direction of the District.
3. Create a four-year strategic plan reflecting the patrons, stakeholders, and staff's vision for park and recreation services in Schaumburg.

From the information gathered through this approach, a detailed analysis was then developed for each significant section of the District, including recreational programming, parks, operations, and others. The analysis included procedures such as SWOT analysis and Trend Analysis. From this, long-term initiatives were developed based on four main themes:

1. Customer Satisfaction – Provide first-class programs, services and facilities
2. Financial Sustainability – Optimize and leverage financial resources
3. Operational Excellence – Achieve operational and environmental excellence
4. Employee Development and Engagement – Foster a motivated and accountable team culture

We employed a standardized method to develop these initiatives, as outlined in the table of contents for each section. All initiatives in the plan will contribute to the development of departmental goals that are detailed and measurable on an annual basis.

SECTION 3.0 - COMMUNITY CHARACTERISTICS

3.1 PARK DISTRICT BOUNDARIES

- I. The Park District includes the majority of the Village of Schaumburg and parts of Rolling Meadows, Hanover Park, Streamwood, Elk Grove, Roselle and unincorporated areas of Cook County.
- II. The District includes newly emerging areas, established neighborhoods, highly urbanized areas, and some agricultural property. Ned Brown Forest Preserve (Forest Preserve District of Cook County), a 4,500-acre open space, is immediately east of the District.
- III. The District has a jurisdictional area of approximately 26 square miles.
- IV. Legislative Districts include Federal Congressional Districts #6 and #8, Illinois Legislative Districts #22, #27, and #28 and Illinois Representative Districts #44, #54, and #56.

3.2 POPULATION CHARACTERISTICS

The Park District boundaries encompass the bulk of the Village of Schaumburg, whose residents are its principal patrons. Schaumburg Village started with 156 people in 1956 and now has 78,723 residents. The growth rate slowed in the 1990s only because the Village was almost completely built out. In the past five years, however, development and redevelopment have picked up again with the creation of tax incremental financing districts and multi-housing and apartment development on repurposed land.

Other demographic information is summarized as follows: (2020 data not available)

	Population	Median Age	Persons per Household	Median Household Income	Total Housing Units
1960	986				286
1970	18,730		3.3	\$12,063	5,013
1980	53,305	28.2	2.73	\$26,273	21,514
1990	68,586	31.8	2.48	\$47,029	29,499
2000	75,386	35.3	2.36	\$60,491	33,093
2010	74,227	37.8	2.34	\$67,426	33,610
2020	78,723	TBA	TBA	TBA	33,459

Schaumburg's population has become more diverse, with various cultures and ethnicities settling into the Village. The outstanding schools, parks, and homes make Schaumburg a wonderful place to live for any family.

	White	Black or African American	American Indian or Eskimo	Asian or Pacific Islander	Other
1980	50,641	645	52	1,573	394
1990	62,156	1,487	38	4,414	491
2000	59,391	2,526	77	10,697	2,695
2010	52,281	3,123	162	14,754	3,907
2020	45,302	3,370	342	20,828	8,881

Additional demographic information can be found at: <http://www.census.gov/>

According the 2024 ACS, the total number of males in the Village is 39,641 and females 38,582, with the median age being 40.5. A total of 4,609 businesses operate in the Village.

Of the total population, 40,538 speak only English in their household. The balance speak a variety of other languages, Spanish and Polish being the main ones.

3.3 TRANSPORTATION CHARACTERISTICS

Schaumburg has an excellent location within the regional transportation system, with many options for moving around the community and the region. Highlights include:

- Intersection of two Interstate Highways, I-90 and I-290
- I-390, or the Elgin-O'Hare expressway
- Metra Station
- PACE Bus routes
- Dial-A-Ride transportation
- Northwest transportation center
- Woodfield Trolley
- Schaumburg Regional Airport
- Schaumburg Municipal Helistop

In addition, O'Hare International Airport is a short nine miles east of Schaumburg via I-90.

The Village and Park District boasts 90 miles of bike trails, with the League of American Bicyclists recognizing it for excellence as a "Bicycle Friendly Community."

3.4 REGIONAL CHARACTERISTICS

The Schaumburg Park District is located in northern Illinois in the northwestern section of Cook County. It is bordered by the Hoffman Estates Park District, Rolling Meadows Park District, Elk Grove Park District, Hanover Park Park District, Streamwood Park District and the Roselle Park District. Located in the most highly urbanized portion of Illinois, it is served by the Cook County Forest Preserve District, with three major preserves adjacent to or within 3 miles of the District.

Schaumburg is the **largest economic development center in the State of Illinois**, outside the City of Chicago. With a daytime population of 150,000, thousands of businesses, a highly educated workforce, a superb location and high quality of life,

This highly diverse economy continues to grow in response to a sustained outreach by Village staff to attract business to the area. Items that add to the attractiveness include:

- Ten industrial parks totaling 13.2 million square feet across more than 400 facilities
- Over 80 shopping centers totaling 9.5 million square feet
- 12.1 million square feet of office space in 90 buildings
- 31 hotels
- 300 restaurants

In addition, Woodfield shopping mall is located in Schaumburg, one of the world's largest fully enclosed, climate-controlled shopping centers. Finally, a hotel/convention center is a twenty-minute drive from O'Hare International Airport.

The total estimated market value of taxable property within the District is \$11,739,365,646, with Equalized Assessed Valuation of the property \$4,210,898,524.

The top ten taxpayers within the District, all commercial, are:

1. Simon Property Group – Woodfield Shopping Center
2. Stonemont Financial Group – Zurich & MSI
3. Perform Properties – Streets of Woodfield
4. Sigma Plastics Group – Schaumburg Towers
5. Finger Companies – Treehouse & The Quin
6. RMS Properties
7. TUF Partners – Veridian
8. Zeller – Woodfield Reserve
9. Glenstar – Schaumburg Corporate Center
10. New York Life – Woodfield Corporate Center

The top ten largest employees, along with their respective workforce sizes, are:

1. Woodfield Shopping Center -	4,200
2. Zurich American Insurance -	2,458
3. School District 54 -	2,440
4. Motorola Solutions -	1,568
5. Paylocity -	1,250
6. ADP -	1,000
7. Nation Pizza Products -	800
8. Wheels, Inc. -	750
9. Village of Schaumburg -	633
10. Illinois Department of Transportation -	550

Finally, the workforce is highly educated and can avail itself of several higher education institutions in the area, including:

- Harper College
- Keller Graduate School of Management
- Roosevelt University

3.5 STATE LOCATION

The District is located in the northwest part of Cook County in Illinois.

3.6 MAN-MADE / NATURAL BARRIERS

Man-made barriers include major roadways (I-90 & I-290) and the railroad line. The only natural barriers are several small creeks that criss cross the District.

3.7 PLANNING AREAS

The District was originally divided into four planning areas using Roselle Road and Schaumburg Road as the north/south and east/west dividing coordinates. Planning Area III (southwest quadrant of the District) is the oldest section of town. The original homes here were built in the early 1960's and the neighborhoods were mostly established with medium to large homes with well-tended yards.

Planning Area I is (northeast quadrant of the District) is largely industrial and commercial with only 7.3% of the community residents. Planning Area II (the southeast quadrant of the District) was developed in the late 1960s. Planning Area IV (northwest quadrant of the District), started in the early 1970s, is completely built up. Any remaining open land is zoned for industrial and commercial.

The District is now about 95% built out, with only a few parcels remaining to be developed. The District's Planning Department works with the Village of Schaumburg Community Development Department to coordinate efforts to provide additional open space to the residents. If a developer decides to develop

a site within the District, the developer must provide buildable land for open space or cash for each unit being developed in lieu of land donated. No building permits are issued until the District and developer reach a formal agreement. By working with the Village of Schaumburg, the District can assure that all our residents will enjoy open space within our community.

SECTION 4.0 - SCHAUMBURG PARK DISTRICT PROFILE

4.1 HISTORY

Schaumburg Park District is a nationally-recognized and pace-setting organization committed to providing quality recreation and leisure opportunities, beautiful parks and open spaces and state-of-the-art facilities to the community. Schaumburg Park District jurisdiction covers approximately twenty-three square miles, including virtually all of Schaumburg and small portions of Elk Grove Village, Hanover Park, Roselle, Streamwood and Rolling Meadows. Today, Schaumburg has a population of 74,227.

Schaumburg Park District is Illinois's sixth largest park district with over 70 full-time employees and more than 500 part-time and seasonal staff. It has won the National Gold Medal Award three times -- 1988, 1995 and 2004. The District also has won various national and regional awards for facility management, aquatics and innovative programming and delivery. In 2010 and again in 2016, Schaumburg attained Illinois Distinguished Accredited Agency status from the Illinois Association of Park Districts (IAPD) and the Illinois Parks and Recreation Association (IPRA). In 2018, Schaumburg Park District joined the ranks of elite park and recreation agencies nationwide by earning recognition through the Commission for Accreditation of Park and Recreation Agencies (CAPRA) and the National Recreation and Park Association (NRPA).

Schaumburg Park District was originally formed in 1963. In 1968, the first director was hired. By 1970, the Park District had passed a tax levy, hired a Superintendent of Parks, and passed a \$1.25 million referendum for park development. During the 1970s, through the foresight and flexibility of the Board of Commissioners and the community's overwhelming support, Schaumburg Park District rose to a widely acknowledged preeminence among "young" park districts in Illinois. A 1978 referendum for \$7.5 million allowed the construction of the Community Recreation Center and the renovation of Bock Pool. The District also extended its professional staff, passed additional referendums for development, built neighborhood parks, opened Meineke Recreation Center and four pools, and began an aggressive grant application program. Despite the tax levy and referendum, funding the community's recreational and open space needs necessitated seeking outside funding for key projects.

With technical assistance and matching grants from the Illinois Department of Conservation, the District was able to develop the community's only water-related recreational facility at Volkening Lake and to preserve one of the finest examples of native plant communities at Spring Valley Nature Sanctuary. In addition, the Schaumburg Bikeway System was developed through a cooperative effort between the Village and the Park District. This Bikeway System consists of bike lanes and bike paths, prime examples of integrating recreational needs into a highly urbanized area. It currently has 85 miles of bike lanes or paths. The Bikeway provides a safe and easily accessible avenue to Schaumburg's recreational, cultural, business, residential and educational facilities.

Schaumburg Park District continued to flourish in the early 1980s with the grand opening of the Community Recreation Center, Bock Neighborhood Center, Meineke Recreation Center gymnasium addition, Walnut Greens Golf Course (9 hole, par 3), and the construction of 26 new park sites.

The Schaumburg Park Foundation was formed in 1981 and supports fundraising efforts for District initiatives, particularly recreation scholarships for families based on need. The Foundation's most significant projects include raising \$500,000 to build Volkening Heritage Farm at Spring Valley and \$150,000 to renovate the Spring Valley Nature Center museum. The Foundation's most successful events include the Links Technology Cup and Solstice Hop & Vine Fest.

The Board of Commissioners further prioritized Spring Valley in 1983 by creating a full-time naturalist/curator position to ensure that the development of Spring Valley was compatible with its inherent natural elements. The site was further developed by adding a Nature Center building, parking, paths and prairie plantings. In 1987, the nature center building opened as the Vera Meineke Nature Center.

In 1986, the Kids After-School Program for Education and Recreation (KASPER) was started to provide before and after-school care for children in Kindergarten through sixth grade.

In the late 1980s and 1990s, the District acquired Golden Acres Golf Course (now Schaumburg Golf Club) and renovated the 27-hole course, constructing a new clubhouse and maintenance facility. A private indoor tennis facility, Woodfield Athletic Club, LLC (now Schaumburg Tennis Plus), was also acquired and renovated. An indoor lap pool was added in 2005.

Significant new construction during the 1990s included the Jerry Handlon Administration Building, development of an 1880s farm site (Volkening Heritage Farm at Spring Valley), a District-wide maintenance facility, The Water Works indoor water park, Ken Alley Safety Park, and various other neighborhood park development projects. An existing preschool (now named the Pat Shephard Early Childhood Center) was purchased to house preschool classes and programs for young children.

The District and the Village of Schaumburg jointly own Schaumburg Regional Airport. A new \$1.7 million terminal building was dedicated in 1998.

The Park District also leased six acres of land from the Village of Schaumburg at the Schaumburg Regional Airport and 73 acres of land from the Metropolitan Water Reclamation District (MWRD). The District constructed The Sport Center at the airport site, a 100,000 sq. ft. multi-use indoor sports facility that includes indoor soccer, softball, volleyball, basketball and gymnastics. The Sport Center opened in 2003. At the MWRD site, the District constructed Olympic Park, which includes eight synthetic turf and four grass soccer fields, five softball fields, two concession stands, a skate park, basketball courts and garden plots.

During the 2000s, the District continued to expand its services by opening Atcher Island Water Park and installing synthetic fields and a skate park at Olympic Park. The District also celebrated the renovation of the nature museum at Spring Valley and the renovation of Volkening Lake Recreation Area to include Tribute Park.

2010 the District won the National Recreation and Parks Association's Award for Excellence in Aquatics. The District's extensive aquatic program includes lessons, water safety classes, aqua aerobics and the very successful Barracuda Swim Team.

In 2014, the District opened K-9 Dog Park. The Park is a 6.5-acre retreat for dogs and their owners, featuring a large pond with a specially designed ramp for dogs to easily get in and out of the water. Also included is an agility area, walking trails and a gazebo.

In 2015, the District added an outdoor fitness area at Volkening Lake. Patrons can achieve a full-body workout with state-of-the-art equipment, including stretching, cardio, body weight machines, and pull-up bars. The park's location was picked for its proximity to the existing walking path. The fitness area is free and accessible to all patrons.

In 2017, the District opened Bison's Bluff Nature Playground at Spring Valley. This unique, custom-designed play area includes natural materials (logs, boulders, sand, water, etc.), nature-themed play structures, and manufactured features. The park inspires youth to remain active, develop agility, learn resilience, discover the benefits of cooperation and experimentation, solve problems and navigate the world around them confidently. Bison's Bluff has become one of the District's biggest attractions.

In 2017, the District also opened the Meineke Park Challenge Course. The 8,000 sq. ft. course features synthetic turf, a variety of obstacles and a 40-yard dash. The contemporary style offers a unique recreation site in the heart of Schaumburg. The attraction aims to promote outdoor play while connecting families and the community.

In 2020, Schaumburg Golf Club completed a major course renovation project and a multi-year improvement project at the Community Recreation Center.

The District acquired 80 percent of its land through donations from local developers and intergovernmental cooperative agreements. Four nature preserves—Gray Farm Park, Ruth Macintyre Conservation Area, Kay Wojcik Conservation Area and Spring Valley—are included in this acreage. Spring Valley, the largest of these natural areas, encompasses 135 acres of fields, forests, marshes and streams with 3.5 miles of accessible trails. The District's Green Light Sustainability Plan guides the use of sustainable practices in an environmentally sound manner.

Through Board direction, staff dedication, community support, private donations, state and federal grants, and tax dollars, Schaumburg Park District has grown to become one of Illinois' largest and most highly-used park districts.

In 2021, The Sport Center debuted its new Agility Room, offering specialized space for strength, speed and conditioning programs. In 2022, several major facility improvements were completed, including renovating the Meineke Recreation Center gymnasium, installing new pickleball courts at Timbercrest Park, and infrastructure upgrades at Schaumburg Tennis Plus and The Sport Center. These upgrades included full roof replacements and HVAC system improvements to ensure modern comfort and energy efficiency.

In 2023, The Water Works underwent a South Lobby renovation, enhancing the entrance experience for visitors.

In 2024, the District received Jeff Ellis and Associates' Platinum Award for Aquatic Safety (the highest ranking).

In 2025, the District completed a renovation of the Heritage Farm at Spring Valley Visitor Center.

From 1979 through 2022, it received major grants of over \$6 million for acquisition and development as follows:

1. Illinois Department of Conservation
Gray Farm Park/YCC program
1979 - \$19,200
2. Illinois Department of Conservation
Volkering Lake Development
1980 - \$175,000
3. Illinois Department of Conservation
Spring Valley/UCC Program
1981 - \$17,041
4. Illinois Department of Conservation
Spring Valley Development
1983 - \$165,000
5. Illinois Department of Commerce and Community Affairs
Meineke Park Gym Addition
1986 - \$500,000
6. Illinois Department of Conservation
Gray Farm Park Development
1986 - \$195,000
7. Illinois Department of Conservation
Polk/Brach Park Acquisition
1988 - \$400,000
8. Illinois Department of Conservation
Polk/Brach Park development
1990 - \$200,000
9. Illinois Department of Conservation
Bike path trail links

- 1991 - \$129,000
10. Illinois Department of Conservation
Munao Park/Oak Hollow Park – Conservation Area Development
1992 - \$175,000
11. Illinois Department of Conservation
Veterans Park Development
1993 - \$190,000
12. Illinois Department of Conservation
Lancer Creek Park Bike Path
1993 - \$74,400
13. Illinois Department of Transportation
Bike Rack Installation
1994 - \$16,240
14. Illinois Department of Conservation
Southeast Odlum Neighborhood Park
1994 - \$200,000
15. Illinois Department of Commerce & Community Affairs
Spring Valley Farm Site
1995 - \$40,000
16. Illinois Department of Natural Resources
Golf/Knollwood Park Development
1996 - \$175,163
17. Illinois Department of Commerce & Community Affairs
Olympic Park Ballfield Lighting
1997 - \$100,000
18. Illinois Department of Natural Resources
Northwest Odlum Park Development
1997 - \$136,956
19. Illinois Department of Natural Resources
Park St. Claire Park Development
1998 - \$178,557
20. State of Illinois, Illinois First Program
Olympic Park Soccer Complex Development
1999 - \$750,000
21. Illinois Department of Natural Resources
Briar Pointe Park Development
1999 - \$171,213
22. Illinois Department of Natural Resources
Village in the Park Development
2002 - \$137,000
23. Illinois Open Space Lands and Acquisition & Development
Bison's Bluff
2019 - \$400,000
25. Illinois Department of Commerce & Economic Opportunity
Sport Center HVAC
\$120,000
26. Illinois Department of Natural Resources
Spring Valley Visitors Center
2022- \$900,000
27. The State of Illinois, Department of Commerce and Economic Opportunity

- Einstein Park Playground Renovation
2024- \$600,000
28. The State of Illinois, Department of Commerce and Economic Opportunity
Volkening Lake Property Acquisition
2024- \$250,000

Schaumburg Park District Timeline

- 1963 Park District Incorporated
Bock (Community) Park opens
- 1968 First Executive Director, Paul Derda, hired
- 1971 Meineke Recreation Center opens
- 1973 Meineke Pool opens
\$2.5 million referendum passes
- 1978 Second Executive Director, Jerry Handlon, hired
\$7.5 million referendum passes
- 1979 Bock Park dedicated
- 1980 Bock Neighborhood Center opens
Community Recreation Center opens
Park District purchases final 40 acres of land for Spring Valley Nature Sanctuary
- 1981 Abrahamsen Park dedicated
Schaumburg Park Foundation formed
Merkle Cabin dedicated
- 1982 Brandenburg Park dedicated
Roberts Park dedicated
Grant received to develop trails at Spring Valley
- 1983 Spring Valley Nature Sanctuary opens
- 1985 Meineke Recreation Center's Eiermann Gymnasium opens
KASPER begins
- 1987 Spring Valley's Vera Meineke Visitor Center opens
- 1988 District celebrates its first 25 years
Park District receives its first Gold Medal for excellence in operations and management
Walnut Greens opens
- 1989 Golden Acres Golf Course purchased
- 1990 Administration Building opens
Woodfield Lakes Fitness Club opens
- 1991 Mraz Park dedicated
- 1992 Early Childhood Center opens
- 1993 Heritage Farm barn raised
Schaumburg Golf Club opens
Maintenance Building dedicated
Doherty Park dedicated
McLemore Park dedicated
- 1994 Early Childhood Center dedicated as Pat Shephard Early Childhood Center
Macintyre Park dedicated
- 1995 The Water works opening and dedication

- Farm dedicated as Volkening Heritage Farm
- District wins 2nd Gold Medal
- 1996 Connelly Park dedicated
- Olympic Park opening and dedication
- 1997 Volkening Heritage Farm dedication and grand opening
- Veterans Park dedicated
- 1998 Safety Park opens
- Schaumburg Tennis Plus opens
- Schaumburg Airport dedication
- Schaumburg Baseball Stadium opens
- 1999 Ken Alley Safety Park dedicated
- 2000 Inaugural Dodgeball Days Tournament at Olympic Park
- 2003 Sport Center dedication
- 2004 Jean Schlinkmann named third Executive Director
- Jerry Handlon Administration Building dedicated
- Park District receives 3rd Gold Medal
- 2005 Schaumburg Tennis Plus lap pool opens
- Atcher Island Water Park dedicated
- 2006 Russ Parker Park dedicated
- 2007 The Water Works grand re-opening
- Nancy Wroblewski Skate Park dedicated
- 2008 Olympic Park synthetic fields dedicated
- 2009 Kay Wojcik Conservation Area at Oak Hollow dedicated
- John Selke Waterfront at Volkening Lake dedicated
- 2010 Meineke Recreation Center addition dedicated
- Park District awarded Distinguished Agency Accreditation
- MacNider Cross Country Course at Hoover Park dedicated
- 2012 Tony LaFrenere named fourth Executive Director
- Tribute Park at Volkening Lake opens
- Spring Valley Nature Center museum renovation dedicated
- 2014 Volkening Outdoor Fitness Area completed
- 2015 Major addition and renovation of the Community Recreation Center
- 2017 Meineke Challenge Course completed
- 2017 Bison's Bluff Nature Park opened at Spring Valley
- 2017 Received CAPRA certification
- 2020 Completed major renovation of all 27 holes at the Golf Course
- 2021 Park District Awarded Distinguished Accredited Agency
- 2021 The Sport Center Agility Room Opened
- 2022 The Sport Center Roof Replacement and HVAC Upgrade Completed
- 2022 Schaumburg Tennis Plus Roof Replacement and HVAC Upgrade Completed
- 2022 Timbercrest Pickleball Courts Opened
- 2022 Meineke Recreation Center Gym Renovation Completed
- 2023 The Water Works South Lobby Renovation Completed
- 2024 Park District Awarded the Platinum Award for Aquatic Safety from Jeff Ellis and Associates.
- 2025 Johnson Park was dedicated in honor of former Park Commissioner Dave Johnson
- 2025 Tucknott Park was dedicated in honor of former Park Com

4.2 PARK BOARD

The District is overseen by a five-member elected Park Board of Commissioners. The current Commissioners are:

I. JACK TRUDEL

Jack Trudel graduated from The University Of Wisconsin-Madison in 1976 with a Bachelor of Business Administration degree. Jack worked for the Pabst Brewing Company for seven and a half years as a District Sales Manager and Regional Sales Coordinator, followed by 37 years with the Tingley Rubber Corporation in roles including District Sales Manager, Regional Sales Manager, National Sales Manager, and National Accounts Sales Manager. Jack retired in October 2021.

He has served on the Schaumburg Park Foundation Board for the past 14 years and was elected to the Schaumburg Park District Board of Commissioners in 2021, earning re-election in April 2025. Jack and his wife, Laurie, have been Schaumburg residents for more than 35 years.

II. BRIAN BERG, JR.

Brian Berg Jr. has lived in the District since 1973 and grew up enjoying the many parks and facilities as they were developed. He is a licensed professional engineer and local business owner who has helped design a variety of park district facilities across the area, including community centers, outdoor pools, aquatic complexes, and ice arenas.

Brian currently serves as Chairman of the Illinois State Board of Professional Engineers. He has been active in the Schamburg community throughout his life, beginning with Boy Scouts, where he achieved the rank of Eagle Scout. He served on his church board for 15 years, was a founding member of the Rotary Club of Schaumburg AM in 1990, and is a past president and current member of the Rotary Club of Schaumburg/Hoffman Estates.

Brian is Treasurer of the Schaumburg Park Foundation Board and has achieved Master Board Member status from the Illinois Association of Park Districts.

III. SCOTT LONGUEIL

Scott Longueil was elected to the Schaumburg Park District Board of Commissioners in April 2025. He and his family have been Schaumburg residents for 41 years.

Now retired from a full-time career in sales and marketing, Scott has served with the Schaumburg Police Department for 16 years as an Auxiliary Officer. In 2017, he was appointed to the Department's Search and Rescue Team, which assists in locating missing individuals and conducting large-scale evidence searches. Scott also served as an SAA Soccer Coach for 15 years and as an SAA Commissioner for two years.

He represents the Schaumburg Park District on the Schaumburg Regional Airport Advisory Commission.

IV. **BERNIE MAYLE**

Bernard (Bernie) Mayle was appointed to the Schaumburg Park District Board of Commissioners in 2021. He graduated with honors from the University of Illinois at Urbana-Champaign in 1977 with a Bachelor of Science in Accounting and earned his CPA certification in 1979.

Bernie worked for Ernst & Ernst, a worldwide accounting firm, for eight years before serving as Controller and Chief Financial Officer for several banks. In 2013, he joined the mortgage division of Bridgeview Bank as Senior Vice President of Finance. That division has since transitioned to Mutual of Omaha Mortgage, Inc., where he continues to serve in the same role.

Bernie and his family have lived in Schaumburg for 43 years. He has been an active member of the Village of Schaumburg's Septemberfest Committee for more than 30 years and previously served as a Boy Scout leader. He also represents the Schaumburg Park District on the Schaumburg Regional Airport Advisory Committee.

V. **ROBERT SCHMIDT**

Robert Schmidt has lived in the District since 1973 and has served as a Schaumburg Park District Commissioner since 2003. He is a retired teacher and holds both Bachelor's and Master's degrees from Concordia University.

Active in parks and recreation at the local and state levels, Robert has served on the State Joint Conference Committee, the Distinguished Accredited Agency Committee, and the Bike Committee. His community involvement also includes service with the Sister Cities Commission and the School District 54 Foundation.

Robert has achieved Master Board Member status from the Illinois Association of Park Districts.

4.3 COMMITTEE STRUCTURE

Board Committees are created to serve the Park Board in an advisory capacity without legal authority and make recommendations to the Board concerning District matters assigned to their investigation. Issues and other items investigated or considered by committees shall be analyzed from the standpoint of Board policy to direct and assist the staff in the administration of Park District affairs.

Structurally, committees are created in one of three categories according to their Purpose, as outlined below:

I. STANDING ADVISORY COMMITTEES

- A. An Ordinance approved by the Board creates standing committees. This Ordinance sets forth for each standing committee its Purpose, number and makeup of members, and duties.
- B. Standing committees generally have a mix of Park Commissioners, citizens and staff appointed for one-year terms.
- C. The current standing committees are Finance, Joint Advisory, Ethics and Naming.

II. INTERIM COMMITTEES

- A. The Board shall create interim committees to study a specific District issue and then terminate at the completion of the study.
- B. The Board President shall appoint interim committee members

III. JOINT COMMITTEES

- A. The Board may create joint committees and consist of two or more standing committees.
- B. Joint committees are used to study District-wide issues that can best be addressed by the existing standing committees' expertise.

4.4 INTERGOVERNMENTAL AGREEMENTS

The District maintains a policy of establishing cooperative, intergovernmental contracts, agreements and leases if such agreements promote the most effective recreational service delivery. The Board always approves such agreements of Commissioners at a regularly scheduled meeting.

Examples of these types of agreements that the District has entered into are:

- Intergovernmental Agreement with Village of Schaumburg for Hilltop Park
- Intergovernmental Agreement between the Schaumburg Park District and the Village of Schaumburg for the Campanelli Park Storm Water Improvements
- Northwest Special Recreation Association Member Agency
- School District 211 Parks & Facilities Agreement
- School District 211 Pool Agreement
- Intergovernmental Agreement between the Schaumburg Park District and the Village of Roselle for the Collection and Disbursal of Developer Dedication Fees in Lieu of Land
- Intergovernmental Agreement with School District 54 for KASPER
- Intergovernmental Agreement for Joint Purchase of Property with the Village of Schaumburg
- Intergovernmental Agreement by and between the Village of Schaumburg and Schaumburg Park District for the Schaumburg Regional Airport
- Emergency Services Intergovernmental Agreement with Village of Schaumburg, School District 54 and School District 211

SECTION 5.0 - GUIDING / DIRECTIONAL FRAMEWORK

The District has mission and vision statements to provide overarching direction in the planning of recreational services. The mission statement is the core goal the District sees as the Purpose for all that it does, and the vision statement is how the District sees that mission in the context of the community in which it is to be carried out. Finally, specific values are adhered to guide how the mission is carried out.

5.1 MISSION STATEMENT

The Schaumburg Park District is dedicated to serving the community by providing versatile leisure opportunities through enriching programs, quality facilities and environmental stewardship.

5.2 VISION STATEMENT

Making life better through parks and recreation.

5.3 VALUES

Values are meaningful and lasting beliefs or ideals shared by the members of a culture. Values influence a person's behavior and attitude and serve as broad guidelines in all situations.

Our values are our framework, our base and our fundamentals. They are ideals we share about our culture. They guide how we work with the community, customers and each other.

Residents receive top service, professionalism thrives and success flourishes in our organization through these values: Service Excellence, Accountability, Teamwork, Sustainability and Dedication.

Service Excellence - We exceed expectations

- Deliver equitable and inclusive opportunities for all customers.
- Make our programs and facilities the best in parks and recreation.
- Commit to providing an unparalleled experience by responding to and anticipating needs.
- Be proactive in making change for progress.

Accountability - We are ethical

- Demonstrate honesty, trust, integrity and transparency.
- Be open to change and continuous improvement.
- Respect diverse backgrounds, experiences, styles, approaches and ideas.
- Provide a safe environment and experience for our patrons and staff.

Teamwork - Great parts make a great whole

- Work across organizational/departmental boundaries.
- Build collaborative relationships with community members.
- Promote and implement creative and innovative ideas and solutions.
- Work together to successfully achieve common goals and celebrate when we do.

Sustainability - For tomorrow's people and places

- Commit to comprehensive operational standards that protect the environment.
- Preserve open space and natural areas.
- Promote programs that enhance personal wellness.
- Protect and preserve biodiversity and conservation of natural resources

Dedication- We care deeply about our agency, who we serve and what we do

- Show pride in the SPD "brand".
- Promote a positive, energetic, optimistic and fun environment.
- Make our residents/customers feel valued and appreciated.
- Face challenge as an opportunity for innovation

SECTION 6.0 - STRATEGIC PLAN

6.1 STRATEGIC PLAN HIERARCHY

When putting the pieces together for the District's plan, it is important to start with macro-level items and work down to the micro level. This movement can be defined as moving from philosophical to strategic and then strategic to tactical. The following page depicts this progress in the following sequence: mission, vision, values, strategy map, balanced scorecard, initiatives and annual objectives.

The resulting outcome should lead us to satisfy our four overarching goals of: customer satisfaction, financial sustainability, operational excellence and employee growth and development.



6.2 **BALANCED SCORECARD**

The balanced scorecard is a strategic planning and management system that is used extensively in business and industry, government, and nonprofit organizations worldwide to align business activities to the mission, vision and strategy of the organization, improve internal and external communications, and monitor organization performance against strategic goals.

The balanced scorecard system breaks the organization's outcomes into four areas or perspectives. In our case: Customer Satisfaction, Financial Sustainability, Operational Excellence and Employee Growth and Development.

In utilizing the balance scorecard method for planning and strategy, the Schaumburg Park District ensures the perspective for each area is taken into consideration.

6.3 STRATEGY MAP

The Strategy Map provides further detail on how the District will achieve our mission of "Providing versatile leisure opportunities through enriching programs, quality facilities and environmental stewardship." The broad balanced scorecard perspectives are further defined by "initiatives". The initiatives for each perspective are then broken down into four major categories. These categories become focal points for our annual objectives.

Perspective: Customer Satisfaction

Overarching Goal: Provide first-class programs, services and facilities

- Build lifelong programming to enhance community wellness
- Deliver equitable and inclusive opportunities for all customers
- Improve loyalty through exceptional customer service
- Create and sustain outstanding programs, parks and facilities

Perspective: Financial Sustainability

Overarching Goal: Optimize and leverage financial resources

- Develop dynamic business plans and strategies
- Maximize funding opportunities
- Maintain accountability to taxpayers through fiscal responsibility
- Develop best-practice financial systems and processes

Perspective: Operational Excellence

Overarching Goal: Achieve operational and environmental excellence

- Demonstrate stewardship in environmental and sustainable best practices
- Create effective communications, partnerships and image
- Utilize resources effectively while striving for accessibility
- Implement sound risk management and safety practices

Perspective: Employee Development and Engagement

Overarching Goal: Foster a motivated and accountable team culture

- Invest in, and recognize personal and professional growth
- Promote teamwork
- Support health and wellness of employees
- Encourage innovation, creativity and diversity

Once this framework is established and in place, the details of the actual strategic plan are developed. The following describes the development procedures and presents the strategic plan itself.

6.3a STRATEGIC PLAN

Process

The Strategic Plan provides both the overall view of the District's direction and establishes longer-term business goals. It provides the framework to ensure that a balanced, comprehensive approach is used to address and achieve the goals of the District. This approach includes the residents, finances, employee growth and operational processes as an integral part of the plan. Annual, "tactical", departmental goals and initiatives then flow from this plan.

Creating a Strategic Plan is beneficial to the community and organization. These benefits include:

- Focusing all operations and resources towards addressing facilities and programming identified by patrons as important to them
- Provides the yardstick for measuring and achieving departmental goals
- Reinforces continuous improvement efforts of the District
- Defines and describes the key strategies and direction so that all stakeholders know where the District is headed
- Helps to identify and remove non-core activities
- Empowers all employees with authority to work on and achieve planned objectives

Input

Community input is an integral part of the plan's development. Key points of this input are:

- The District conducts a statistically valid community-wide attitude and interest survey every three years.
- Special and more narrowly focused surveys are done continuously to gather input and feedback on major District initiatives and developments.
- Focus groups and program feedback surveys are done to gather input on neighborhood and community playground development.
- Staff collaborate with the Schaumburg Athletic Association to get regular input on developing and maintaining athletic fields.
- The District conducts open houses and sponsors Q&A sessions with patrons to gain input relating to programming and facilities.
- Ongoing input and feedback are gathered through community relationships with school districts, social groups and recreation specialists.
- The District cooperates with other community stakeholders that conduct their own surveys and research to assist in developing plans for the entire community at-large.

Board input is gathered by:

- The Board reviews the District's annual goals as part of the yearly budget process.
- Annually, they conduct a long-term capital budget review that identifies major initiatives and responses to Trends that will have a major impact of upcoming capital expenditures.
- The Board also adopts an annual budget that is based on input gathered from above items.

Staff input into the process comes from executing the work plan, using the following:

- Through the budget development process, each Department develops major initiatives and objectives for annual work plans, incorporating input from staff at each location and specialty area.
- Staff develop annual work plans with input from program participants, survey results, focus groups, and formal planning studies.
- Through the District's adopted performance appraisal system, staff's "Current Goals from Last Evaluation" are evaluated on a bi-annual basis. Annual merit increases are based upon ratings in this category and many other categories.

Schaumburg Park District Strategy Map

Provide versatile leisure opportunities through enriching programs, quality facilities and environmental stewardship.

Customer Satisfaction

Provide First Class Programs, Services and Facilities

Build Lifelong Programming to Enhance Community Wellness

Deliver Equitable and Inclusive Opportunities for All Customers

Improve Loyalty Through Exceptional Customer Service (H.A.P.P.Y.)

Create and Sustain Outstanding Programs, Parks and Facilities

Financial Sustainability

Optimize and Leverage Financial Resources

Develop Dynamic Business Plans and Strategies

Maximize Funding Opportunities

Maintain Accountability to Taxpayers Through Fiscal Responsibility

Develop Best Practice Financial Systems and Processes

Operational Excellence

Achieve Operational and Environmental Excellence

Demonstrate Stewardship in Environmental and Sustainable Best Practices

Create Effective Communications, Partnerships, and Image

Utilize Resources Effectively while Striving for Accessibility

Implement Sound Risk Management and Safety Practices

Employee Development and Engagement

Foster a Motivated and Accountable Team Culture

Invest in and Recognize Personal and Professional Growth

Promote Teamwork

Support Health and Wellness of Employees

Encourage Innovation, Creativity and Diversity

6.4 DISTRICT GOALS, INITIATIVES AND OBJECTIVES

Using the Community Needs Assessment, the CMP (this plan), and the Strategy Map, each department then creates the more tactical, operational goals annually. This approach provides a continuous work plan for a given year and allows for a method to check on the progress of the District. Objectives are listed in each operational section of the CMP.

6.5 KEY STRATEGY OVERVIEW – Survey – Informed Strategic Updates (2025)

Findings integrated from the 2025 Schaumburg Park District Community Attitude and Interest Survey (ETC Institute)

I. Customer Satisfaction

District Goal 1 – Provide First Class Programs, Services, and Facilities

Survey Insights

- 78% of residents are satisfied with the District's overall value.
- Top priorities: park maintenance, walking/biking trails, adult programs, and affordability.
- Highest unmet needs: adult fitness and wellness, adult general interest, and 5K/walking/running programs.
- Program participation (46%) and satisfaction (94%) remain strong, with awareness gaps cited by 19% of respondents.

Strategic Updates

Short-Term

- Audit effectiveness of current adult fitness and expand where necessary.
- Improve communication and awareness of offerings through digital and community channels.
- Evaluate pricing and scholarship strategies to reduce financial barriers.

Long-Term

- Embed community health and wellness into core programming.
- Develop customer satisfaction benchmarks and ongoing experience tracking tools.
- Explore design, operational models, and partnerships to **develop a sustainable warm water therapy pool facility and expand indoor walking opportunities**, integrated with fitness and therapeutic programming to support lifelong wellness.

II. Financial Sustainability

District Goal 2 – Optimize and Leverage Financial Resources

Survey Insights

- Residents allocate most hypothetical funding toward park maintenance, indoor facilities, and trails.
- High satisfaction and perceived value indicate support for reinvestment in existing amenities.

Strategic Updates

Short-Term

- Align budget priorities with resident-supported funding areas.
- Refine pricing strategies and financial dashboards to reflect community equity and value perceptions.

Long-Term

- Pursue grants and sponsorships targeting wellness, maintenance, and sustainability initiatives.
- Reinforce fund balance growth and monitor non–property tax revenues.

III. Operational Excellence

District Goal 3 – Achieve Operational and Environmental Excellence

Survey Insights

- Facility quality and safety rated among the highest strengths (Spring Valley, Atcher Water Park, Bison’s Bluff).
- Barriers: inconvenient program times (27%), busy schedules (25%), and high fees (25%).
- “Convenient,” “fun,” and “safe” were the most common brand associations.

Strategic Updates

Short-Term

- Modernize scheduling and registration tools to improve convenience.
- Continue implementation of facility condition, security, and sustainability plans.

Long-Term

- Advance ADA transition updates and Operation Greenlight sustainability goals.
- Maintain excellence in safety, accessibility, and stewardship practices.

IV. Employee Development and Engagement

District Goal 4 – Foster a Motivated and Accountable Team Culture

Survey Insights

- Minor but notable barriers included customer service (3–4%) and registration challenges (4–6%).
- Communication quality and service responsiveness remain central to resident satisfaction.

Strategic Updates

Short-Term

- Expand training emphasizing customer service, communication, and inclusion.
- Incorporate survey findings into employee development and performance goals.

Long-Term

- Create a “Customer-First” recognition and accountability program.
- Benchmark employee engagement and development outcomes regularly.

SECTION 7.0 - CITIZEN SURVEY / NEEDS ASSESSMENT

The District has a policy of conducting formal surveys of its residents to make sure it commits taxpayer resources to programs and services they genuinely want and need. The policy calls for such an assessment to be conducted at least once every three years, with the latest one having been completed in just this year, 2025. In addition, several narrower surveys will be conducted in the interim years to track and update opinions on program categories and facilities. Staff then use the input from the results to help inform decision-making on classes, fees and capital resources.

2025 Schaumburg Park District Needs Assessment Survey Executive Summary

Overview

ETC Institute administered a Community Needs Assessment Survey for the Schaumburg Park District Parks and Recreation Department during the months of summer 2025. The survey will help the Schaumburg Parks and Recreation Department plan for future recreation programs and facilities that meet the community's needs and preferences.

Methodology

ETC Institute mailed a survey packet to a random sample of households in the Schaumburg Park District. Each survey packet contained a cover letter, a copy of the survey, and a postage-paid return envelope. Residents who received the survey were given the option of returning the survey by mail or completing it online at *SchaumburgParkSurvey.org*.

After the surveys were mailed, ETC Institute followed up with residents to encourage participation. To prevent people who were not residents of Schaumburg from participating, everyone who completed the survey online was required to enter their home address prior to submitting the survey. ETC Institute then matched the addresses that were entered online with the addresses that were originally selected for the random sample. If the address from a survey completed online did not match one of the addresses selected for the sample, the online survey was not included in the final database for this report.

The goal was to complete a minimum of 600 completed surveys from district residents. The goal was exceeded with 605 completed surveys collected. The overall results for the sample of 605 households have a precision of at least ± 3.9 at the 95% level of confidence.

This report contains the following:

- Charts showing the overall results of the survey including trends comparing results to the 2022 survey (Section 2)
- Priority Investment Rating (PIR) that identifies priorities for facilities and programs (Section 3)
- Tabular data showing the overall results for all questions on the survey (Section 4)
- Responses to open-ended questions (Section 5)
- A copy of the survey instrument (Section 6)

The major findings of the survey are summarized on the following pages.

District Parks and Facilities Use

Use of Parks and Facilities: Respondents were asked to indicate if their household had used any Schaumburg Park District parks or facilities during the past two years. Most respondents (80%) said they had visited.

Rating Condition of Parks: Respondents were asked to rate the condition of parks in the Schaumburg Park District. Most respondents (91%) rated parks as either excellent (38%) or good (53%).

Barriers to Use: The top reasons respondents did not utilize Schaumburg parks, facilities, and programs more often were inconvenient program times (27%), busy schedules (25%), and high fees (25%).

Views of Schaumburg Park District. Respondents were asked to select the three words that come to mind when thinking of Schaumburg Park District. Respondents most often selected convenient (45%), fun (48%), and safe (36%).

Quality of Facilities. Respondents were asked to rate their overall satisfaction with the quality of 18 major facilities. Respondents were most satisfied (rating “very satisfied” or “somewhat satisfied”) with Spring Valley Heritage Farm (88%), Atcher Water Park (86%), and Nature Center/Bison’s Bluff (86%). Respondents were then asked to select the three facilities they think should receive the most emphasis from the park district over the next two years. These facilities were selected most often: community recreation center (30%), Meineke Recreation Center (24%), and Spring Valley Heritage Farm (22%).

Satisfaction with Parks and Recreation Services. Respondents were asked to rate their level of satisfaction with 19 parks and recreation services. Respondents were most satisfied (rating either “very satisfied” or “somewhat satisfied”) with the maintenance of Schaumburg parks (87%), number of Schaumburg parks (84%), and quality of outdoor athletic fields (77%). Respondents were then asked to select the services that should receive the most attention from district officials over the next two years. These were the services selected most often:

1. Maintenance of Schaumburg parks (26%)
2. Number of walking/biking trails (19%)
3. The Park District adult programs (17%) and Fees charged for recreation programs (17%)

Value vs Funding

Level of Satisfaction: Respondents were asked to indicate their level of satisfaction with the overall value from Schaumburg Parks District. Seventy-seven percent (78%) of respondents said they were either very satisfied (41%) or somewhat satisfied (37%).

Funding Allocation: Respondents were asked to choose how they would allocate funds for Parks and Recreation improvements if provided a \$100 budget. By average allocated, maintenance/improvements to existing neighborhood parks (\$20.18) received the highest amount of funding followed by improvements/maintenance to existing indoor facilities (\$19.06) and maintenance/improvements to walking and biking trails (\$15.34).

Schaumburg Parks and Recreation Programs Use

Use of Programs: Respondents were asked to indicate if their household participated in any Parks and Recreation programs during the past 2 years. Forty-six percent (46%) of respondents participated. Of those participants, the highest number had done 2-3 programs (49%) followed by one program (21%). Ninety-one percent (94%) of participant respondents rated the programs as either excellent (45%) or good (47%).

Satisfaction with Program Services. Respondents were asked to rate their level of satisfaction with 6 program services within the past 2 years. Respondents were most satisfied (rating either “very satisfied” or “somewhat satisfied”) with the location of programs (88%), the times programs are offered (85%), the quality of facility where the program was offered (83%). The program services most important to households are the times programs are offered (49%) and the quality of instructors (36%).

Organizations Used for Recreation Activities: Respondents were asked to indicate which organizations their household had used for indoor and outdoor recreation activities in the past two years. Respondents most often used the Schaumburg Park District (71%), neighborhood park districts (36%), and school districts (33%). Then respondents were asked to indicate which organizations were used most often by age group. The Schaumburg Park District was used most often by both the 0-18 (13%) and 19+ (26%) age groups.

Barriers to Participation. Respondents were asked to select all the reasons they had not participated in Schaumburg recreation programs more during the past two years. Respondents most often listed that they were too busy or not interested (36%), not knowing what was offered (19%), and high fees (16%) as their major barriers.

Youth Sports Programs. Respondents were asked to select all the types of sports programs that youth in their household had participated in over the past two years. The most popular sports were soccer (42%), baseball (33%), and basketball (31%). The two sports programs used most often were soccer (13%) and basketball (8%).

Ways Households Learn about Programs, and Events: Respondents were asked to select all the ways they learned about Schaumburg Parks and Recreation programs and activities. The highest number of respondents received communication via the Schaumburg Park District brochure (69%), the park district website (51%), and social media (32%). Respondents were then asked to rank their top 3 preferred communication methods to learn about programs and events. These were the top three selected choices:

- Schaumburg Park District brochure (59%)
- Park district website (44%)
- Social media (27%)

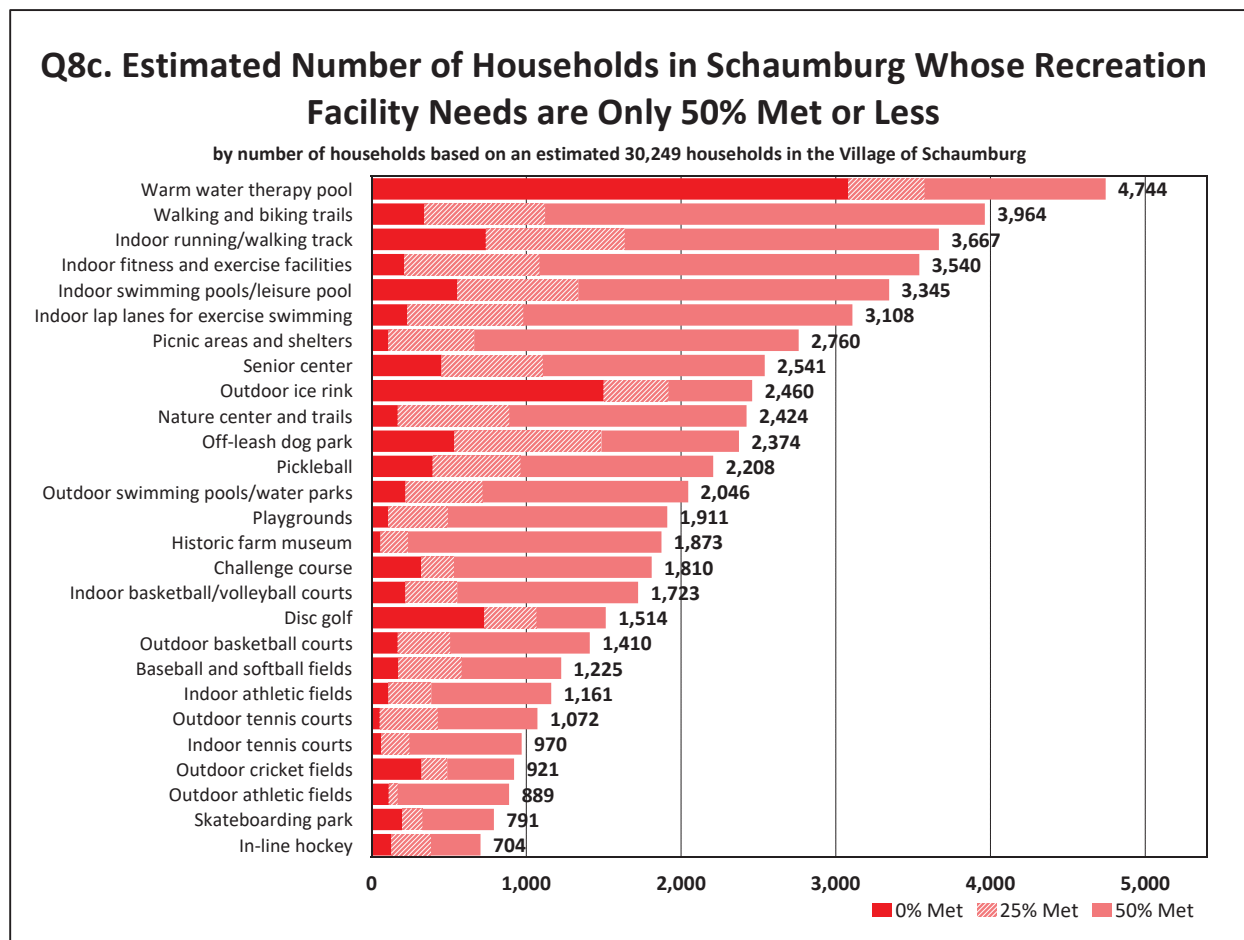
Parks and Recreation Facilities Needs and Priorities

Facility Needs: Respondents were asked to identify if their household had a need for 27 parks and recreation facilities and to rate how well their needs for each were currently being met. Based on this analysis, ETC Institute was able to estimate the number of households in the community that had the greatest “unmet” need for various facilities.

The three parks and recreation facilities with the highest percentage of households that have an unmet need:

1. Warm water therapy pool – 4,744 households
2. Walking and biking trails – 3,964 households
3. Indoor running/walking track – 3,667 households

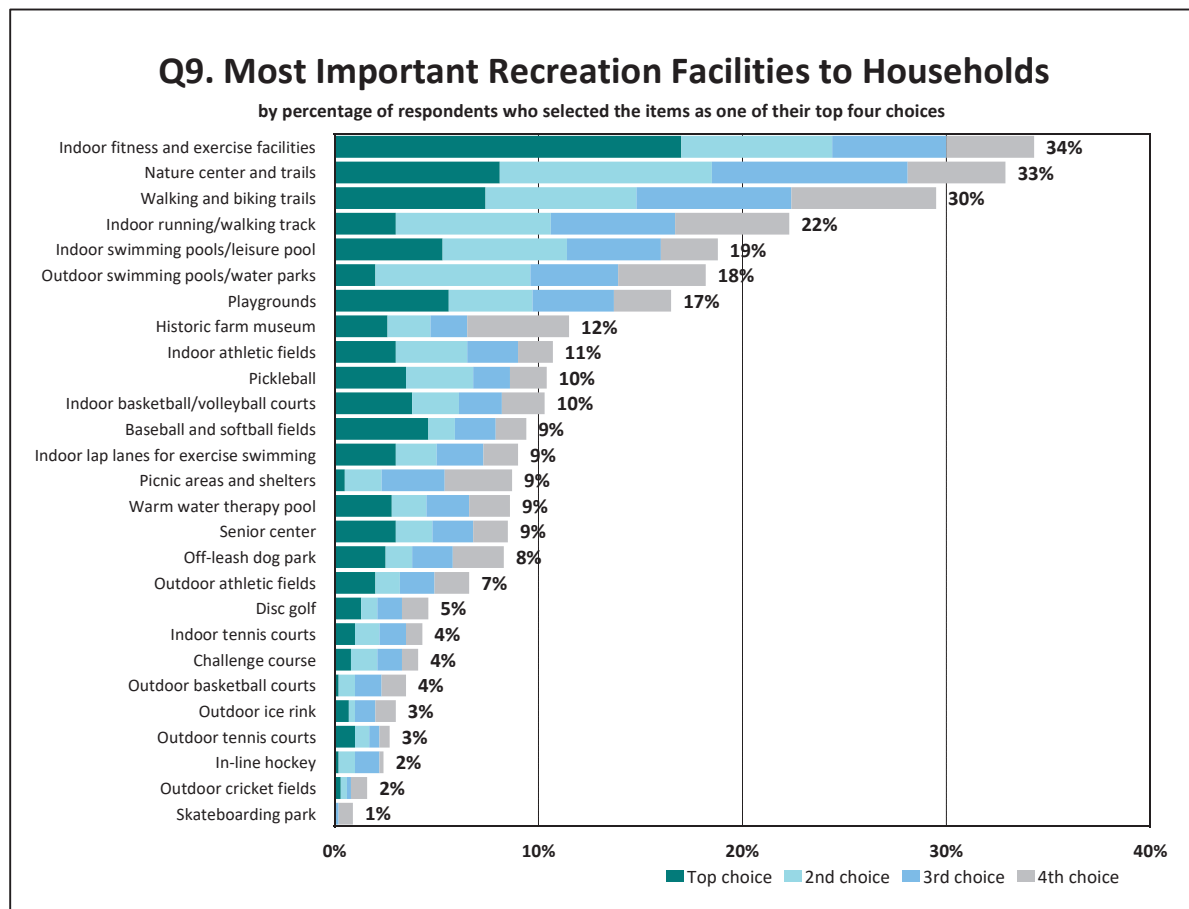
The estimated number of households that have unmet needs for each of the 27 parks and recreation center facilities assessed is shown in the chart below.



Facilities Importance: In addition to assessing the needs for each Parks and Recreation facility, ETC Institute also assessed the importance that residents placed on each item. Based on the sum of respondents' top four choices, these were the four facilities ranked most important to residents:

1. Indoor fitness and exercise facilities (34%)
2. Nature center and trails (33%)
3. Walking and biking trails (30%)
4. Indoor running/walking track (22%)

The percentage of residents who selected each facility as one of their top four choices is shown in the chart below.

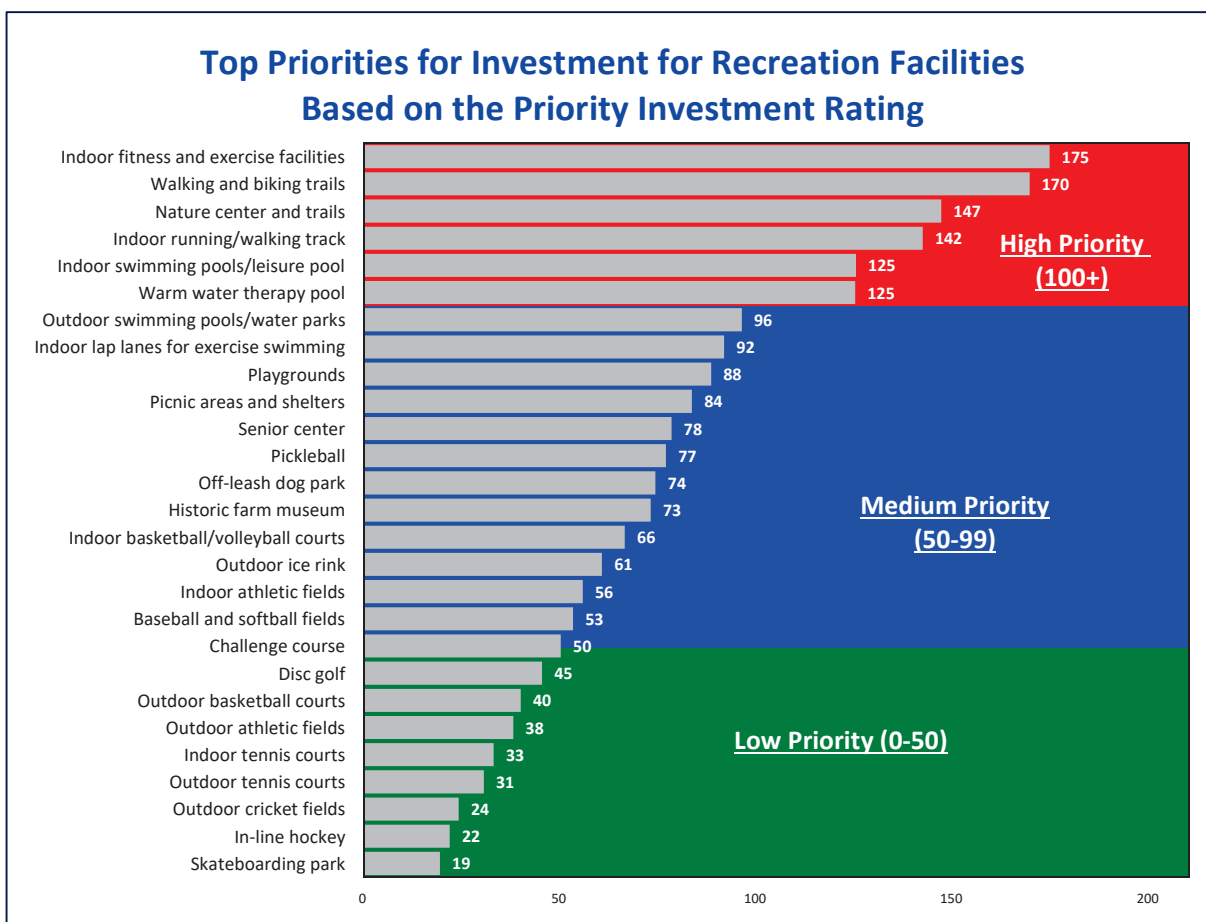


Priorities for Facility Investments: The **Priority Investment Rating (PIR)** was developed by ETC Institute to provide organizations with an objective tool for evaluating the priority that should be placed on recreation and parks investments. The Priority Investment Rating (PIR) equally weights (1) the importance that residents place on amenities and (2) how many residents have unmet needs for the facility. [Details regarding the methodology for this analysis are provided in Section 3 of this report.]

Based the Priority Investment Rating (PIR), the following parks and recreation facilities were rated as high priorities for investment:

- Indoor fitness & exercise facilities (PIR=175)
- Walking & biking trails (PIR=170)
- Nature center & trails (PIR=147)
- Indoor running/walking track (PIR= 142)
- Indoor swimming pools/leisure pool (PIR=125)
- Nature areas & trails (PIR=167.5)
- Senior centers (PIR=123.8)
- Picnic areas & shelters (PIR=116.6)
- Warm water therapy pool (PIR=125)

The chart below shows the Priority Investment Rating for each of the 28 recreation facilities assessed on the survey.



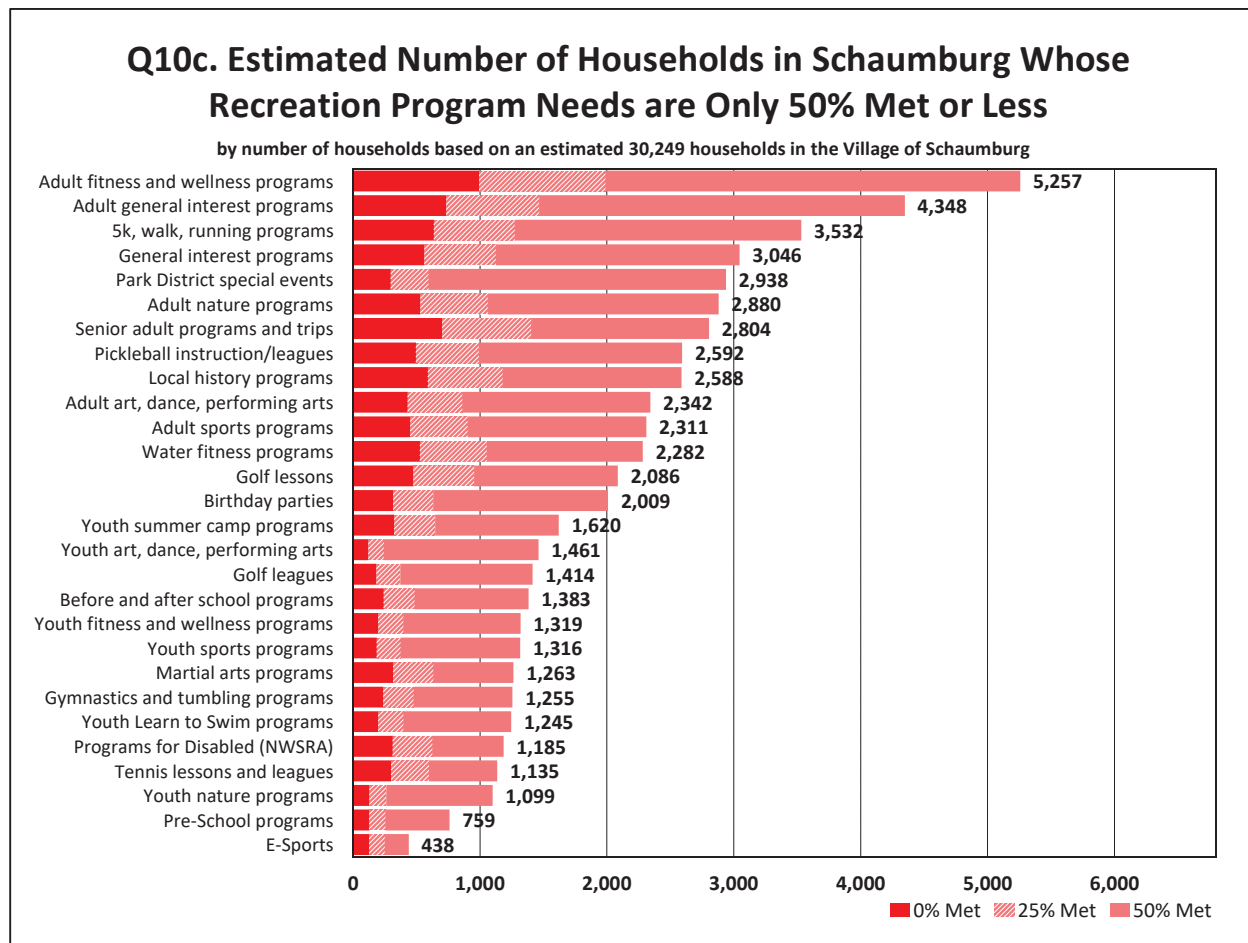
Schaumburg Program Needs and Priorities

Program Needs: Respondents were asked to identify if their household had a need for 28 programs and to rate how well their needs for each were currently being met. Based on this analysis, ETC Institute was able to estimate the number of households in the community that had the greatest “unmet” need for various facilities/amenities.

The three programs with the highest percentage of households that have an unmet need:

1. Adult fitness and wellness programs – 5,257 households
2. Adult general interest programs – 4,348 households
3. 5k, walking, running programs – 3,532 households

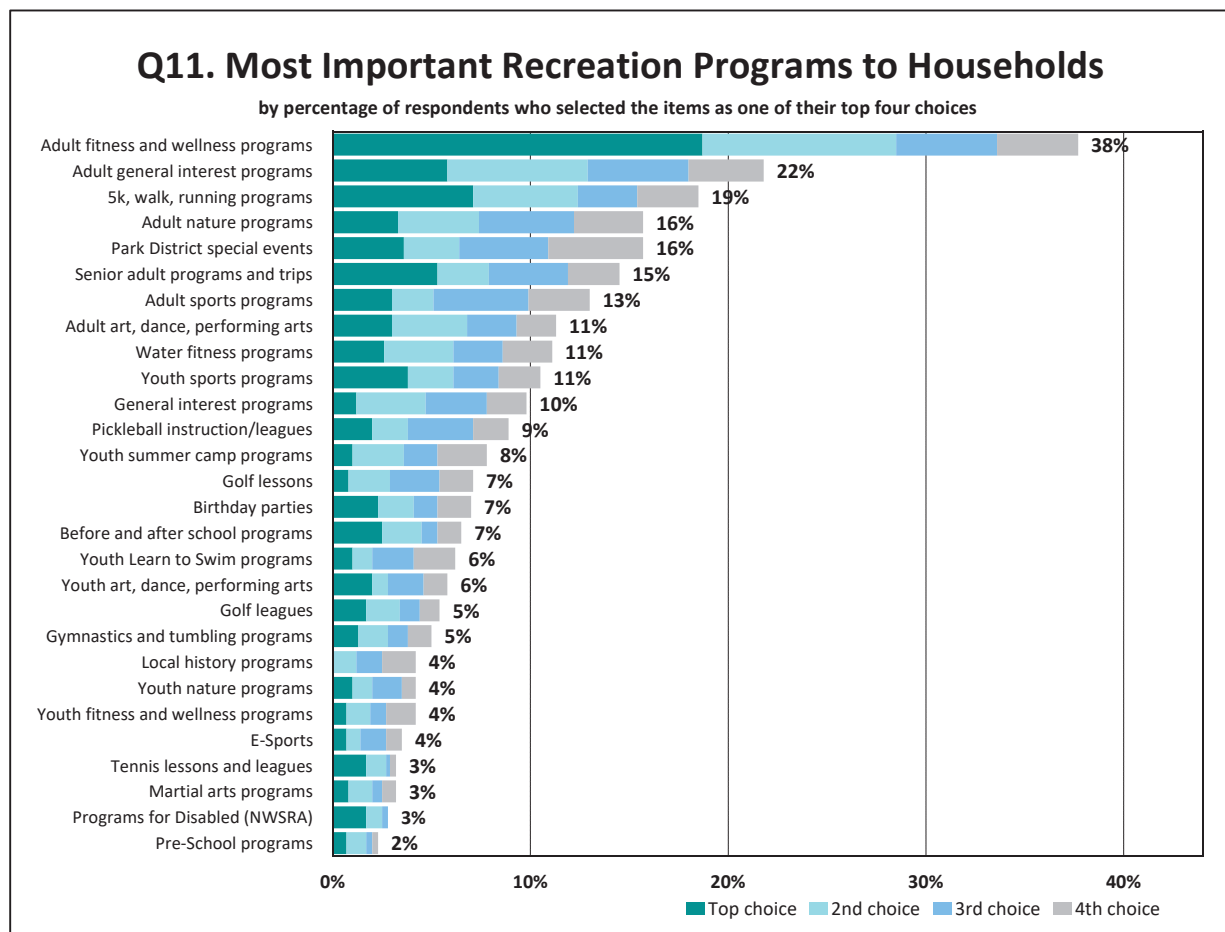
The estimated number of households that have unmet needs for each of the 28 parks and recreation programs assessed is shown in the chart below.



Programs Importance: In addition to assessing the needs for each program, ETC Institute also assessed the importance that residents placed on each item. Based on the sum of respondents' top four choices, these are the four most important programs to residents:

1. Adult fitness & wellness programs (38%)
2. Adult general interest programs (22%)
3. 5k, walk, running programs (16%) and Park District special events (16%)
4. Senior adult programs and trips (15%)

The percentage of residents who selected each program as one of their top four choices is shown in the chart below.



Most Often Used Programs. Respondents were also asked to select the top four programs their household participated in most often. These programs were selected the most:

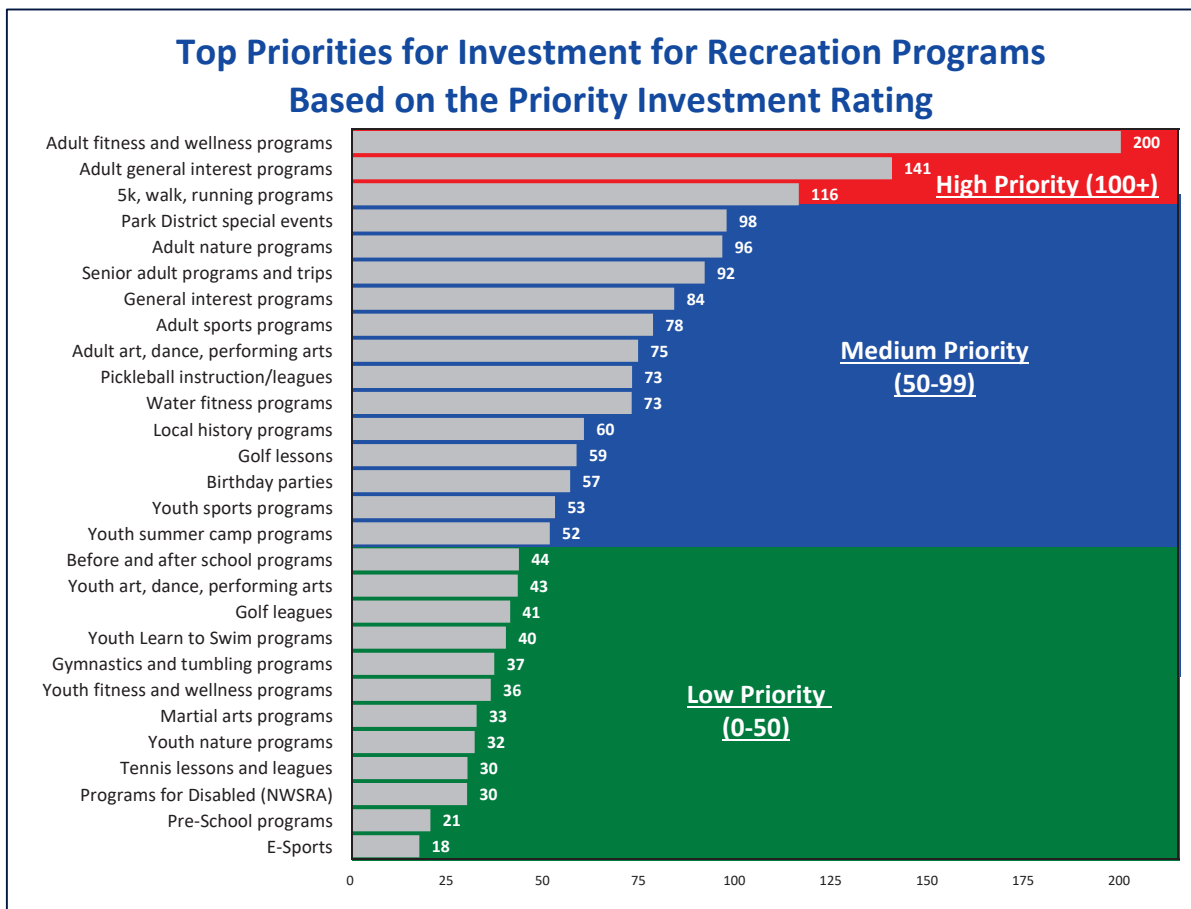
1. Adult fitness and wellness programs (25%)
2. Park District special events (14%)
3. Adult general interest programs (11%) and Youth sports programs (11%)
4. 5k, walk, running programs (10%), adult nature programs (10%), and general interest programs (10%)

Priorities for Program Investments: The **Priority Investment Rating (PIR)** was developed by ETC Institute to provide organizations with an objective tool for evaluating the priority that should be placed on recreation and parks investments. The Priority Investment Rating (PIR) equally weights (1) the importance that residents place on each program and (2) how many residents have unmet needs for the program. [Details regarding the methodology for this analysis are provided in Section 3 of this report.]

Based the Priority Investment Rating (PIR), the following Schaumburg programs were rated as high priorities for investment:

- Adult fitness & wellness programs (PIR=200)
- Adult general interest programs (PIR=141)
- 5K, walk, and running programs (PIR=116)

The chart below shows the Priority Investment Rating for each of the 28 programs assessed.



SECTION 8.0 - FACILITY SERVICES

8.1 RESPONSIBILITIES / ACCOUNTABILITY

The Facility Services department is currently staffed by 18 full-time employees and approximately 13 part-time employees. The department maintains 80 structures ranging from 30 to 155,000 square feet, maintains ancillary equipment in 67 park sites, supplies goods and services to all departments, in-house and contractual custodial services, provides emergency services, security, and long-range planning and improvements.

I. ADMINISTRATION

- A. State Fire Marshall (SFM) Liaison
- B. Illinois Department of Public Health (IDPH) Liaison
- C. Village of Schaumburg (VOS) – Police Dept. (PD), Fire Dept. (FD) liaison
- D. Cook County Department of Public Health (CCDPH) liaison
- E. OSHA compliance officer
- F. Emergency Management Coordinator
- G. Develop annual and capital budgets
- H. Staff hiring and training
- I. District security
- J. Administer work requests
- K. Environmental grants and improvements (Superintendent of Projects and Capital Planning)
- L. ADA Compliance
- M. Refuse and recycling contract administration
- N. Custodial contract administration
- O. Integrated Pest Management Administration

II. FACILITY MAINTENANCE

- A. Building Operations
- B. Facility Inspections
- C. Structural maintenance
- D. HVAC
- E. Electrical
- F. Plumbing
- G. Carpentry
- H. Pool maintenance
- I. Finishes
- J. Roofing
- K. Park and security lighting
- L. Lighted signs
- M. Irrigation pumps and controls
- N. AED maintenance
- O. Alarms
- P. Security systems

III. CENTRAL STORES

- A. Common goods purchasing
- B. Consumables distribution
- C. Master inventory
- D. Verify “green” products
- E. Administer service contracts
- F. Schedule annual inspections

IV. EMERGENCY MANAGEMENT

- A. Park Ranger program
 - 1. Daily patrol and details
 - 2. Special events
 - 3. Park usage reporting
- B. FEMA, IEMA liaison
- C. Emergency Response and Crisis Communication Plan
- D. AED placement and monitoring
- E. Lightning detection system
- F. Business Continuity Plan
- G. VOS EOC liaison
- H. Maintain EOP manual
- I. Maintain business continuity manual
- J. Maintain seat on safety committee

8.2 ORGANIZATION / PERSONNEL

I. PERSONNEL – FULL TIME

- A. Director of Operations
- B. Superintendent of Facility Operations
- C. Assistant Superintendent of Facility Operations
- D. Assistant Superintendent of Facility Trades
- E. Supervisor of Procurement
- F. Trades Leads (2)
- G. Trades 2 (6)
- H. Trades 1 (2)
- I. Custodians (4)
- J. Custodial Contract – falls under Assistant Superintendent or Facility Operations

II. PERSONNEL – PART TIME

- A. Data Entry Clerk (1)
- B. Park Rangers (8)
- C. Seasonal technician (4)

III. FUTURE STAFF CONSIDERATIONS

- A. The current benchmark for staffing by the International Facility Management Association (IFMA) for our size is 21 full-time tradesmen;

currently, we are staffed at 18. However, recent large capital equipment replacements and a planned future capital equipment replacement schedule are expected to ease the workload for trades staff.

- B. Benchmark for support staff (clerical) is at four FTE for our operation. Currently, we have 1 full-time staff member and have compensated for the ratio with technology and part-time positions, though at least one additional full-time staff member is needed.
- C. Technology Advancements for Building Systems: with the continuous evolution of building automations systems (BAS) and the increasing complexity of energy – efficient and smart building technologies, it is essential to stay ahead of the curve in terms of technical capabilities. As the district positions should be considered to support ongoing system management, trouble shooting and optimization of these systems. This position would ensure the district is well equipped to handling increasing demands of maintain cutting edge building technologies while also improving efficiency and sustainability. As well as sending staff to be trained in these new technologies.
- D. Electrical System Expansion: As our facilities continue to grow and adopt more advanced equipment and technologies, there will be an increasing need to expand and upgrade the electrical infrastructure across the District. The addition of electrical panels and expansion of electrical capacity will be necessary to support new systems, machinery, and energy-efficient technologies being implemented.

8.3 SWOT ANALYSIS

I. STRENGTHS

- A. Continued investment in capital improvement and preventive maintenance programs
- B. Highly skilled staff with cross- departmental collaboration and certifications
- C. Active tracking of assets within District property and GIS tagging
- D. Predicted replacement schedules for District assets
- E. Staff training programs both in-house and professional
- F. Strong vendor relationships and purchasing efficiencies
- G. 24/7 emergency coverage through on-call procedures

II. WEAKNESSES

- A. Large number of facilities spread out over 30 square miles
- B. Scheduling conflicts for needed repair that will impact patrons
- C. Aging workforce
- D. Some aging infrastructure
- E. Deferred maintenance backlog
- F. Ongoing challenge filling open trades positions (competitive market)
- G. Difficulty staying current with evolving controls systems and software
- H. Supply chain volatility and long lead times for replacement parts

III. OPPORTUNITIES

- A. Increased data-driven decision-making with dashboards and KPIs
- B. Growth in professional development and leadership succession planning
- C. Collaboration with the Village of Schaumburg and other local organizations
- D. Mentoring for existing staff and future leadership development
- E. Exploration of sustainable technologies for facilities
- F. Implement manufacturer recommendations for replacement schedules
- G. Bringing domestic water infrastructure to Volkening Lake
- H. Facilities space optimization, optimize existing spaces and rethink layouts/ underutilized areas more efficiently.
- I. Emerging Technologies for Facility Maintenance, use of drones, AI powered maintenance systems, robotics to enhance efficiency and minimize downtime.

IV. THREATS

- A. Escalating costs for materials, labor, and utilities
- B. Difficulty attracting and retaining skilled trades personnel
- C. Accepting low bids does not always prove best services
- D. Rising regulatory requirements for environmental and safety compliance
- E. Weather-related challenges (hot weather longer in the season, colder weather for longer stretches outside of manufacture optimization temps)
- F. Aging workforce / attrition
- G. Technology obsolescence- keeping up with rapidly evolving building systems

8.4 TRENDS

- I. Sustainable improvements utilizing latest technologies to cut utilities, improve patron comfort, and reduce operating costs.
- II. Ongoing upgrades to equipment with increasing use of computer-driven controls.
- III. Enhanced use of GIS technology within the district, with facilities mapping
- IV. Increase Regulations from county and state governments affecting operations
- V. Continued facility upgrades driven by community feedback, especially around aging facilities
- VI. Increased use of benchmarking, KPIs and dashboards for performance progress tracking.
- VII. Remote building automation systems enable real-time monitoring and reduce overtime costs.

8.5 COMPARISON OF FACILITIES TO STANDARDS

The Schaumburg Park District aligns its facility operations and maintenance practices with nationally recognized benchmarks and best practices established by the International Facility Management Association (IFMA), The American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE), National Park and

Recreation Association, OSHA, and the Illinois Park and Recreation Association. These standards guide operations in preventive maintenance, asset management and sustainability.

I. PREVENTATIVE MAINTENANCE STANDARDS

- A. Preventive maintenance (PM) is fundamental to extending equipment life,
- B. ensuring safety and optimizing energy efficiency. The District's PM program follows manufacturer recommendations, regulatory requirements (NFPA, IBC, OSHA, EPA), and ASHRAE/IFMA best practices.
- C. PM schedules are managed and tracked through the computerized maintenance management system (CMMS), ensuring accountability, timely inspections, and data-driven analysis of maintenance trends.
- D. Integration with the work order software allows for real-time tracking of assets and predictive maintenance forecasting.

II. FACILITY OPERATING CRV VALUE INDEX

- A. The District's Current Replacement Value (CRV) index reflects maintenance spending relative to asset replacement value.
- B. As of FY2025, the District's CRV index is 0.98%, aligning with IFMA's recommended range for well-maintained municipal facilities (0.8–1.2%) and positioning the District in the 65th percentile nationally.

III. UTILITY COSTS BY FACILITY

- A. Utility data is tracked monthly and benchmarked against ASHRAE 100 standards for energy performance.
- B. Facilities such as the Community Recreation Center (CRC) and Sport Center continue to show higher energy intensity due to extended operating hours, aquatic systems, and HVAC demand.
- C. The new Spring Valley Visitor Center, built in 2024, achieved a 30% improvement in energy efficiency over baseline code through advanced insulation, daylighting, geothermal systems, and solar integration.

IV. CUSTODIAL COSTS

- A. Custodial operations follow APPA Level 2 cleaning standards and utilize environmentally certified ("Green Seal") products.
- B. Custodial cost per square foot remains competitive within IPRA benchmarks, supported by training programs and optimized scheduling through inventory and purchasing order systems.

V. COST OF OPERATIONS

- A. The District's total cost of operations—including maintenance, custodial, and utilities—is \$6.34 per square foot, consistent with IFMA benchmarks for multi-facility public recreation agencies.

8.6 SUSTAINABLE OPERATIONS AND MAINTENANCE PRACTICES EVALUATION

The District continues to lead in sustainable facility management through innovation, resource efficiency, and collaboration with community and regional partners.

- I. ENERGY EFFICIENCY AND RENEWABLES
 - A. The District received the ComEd Energy Efficiency Award in 2024, recognizing a reduction of over 180,000 kWh in annual energy consumption.
 - B. The Spring Valley Visitor Center features rooftop solar arrays, high-efficiency HVAC systems, LED lighting, daylight sensors, and low-flow fixtures.
 - C. The Maintenance Shop now includes dual EV charging stations to support the District's transition to an electric fleet.
- II. SUSTAINABLE BUILDING SYSTEMS
 - A. Implementation of Building Automation Systems (BAS) enables real-time monitoring of HVAC and lighting, reducing energy waste and improving occupant comfort.
 - B. Integration with work order software ensures optimization of equipment runtime, automatic tracking of energy anomalies, and early fault detection.
- III. WASTE REDUCTION AND PROCUREMENT
 - A. Central Stores verifies all consumables and cleaning products meet "green" purchasing standards.
 - B. Recycling and composting programs have expanded across major facilities.
 - C. Concessions has gone away from cups to produce less waste and have brought in compostable options.
- IV. WATER CONSERVATION AND RESOURCE STEWARDSHIP
 - A. Irrigation systems are now equipped with moisture sensors and weather-based controls, reducing overwatering.
 - B. The District continues to evaluate graywater reuse and native landscape strategies to minimize resource consumption.

8.7 INITIATIVES

- I. CUSTOMER SATISFACTION
 - A. Evaluate feasibility of a therapy pool, including cost analysis, operational impacts, and alignment with resident survey feedback.
 - B. Prioritize improvements in high-PIR facilities, focusing on indoor pools, fitness centers, walking tracks, and the Senior Center to address the most pressing community needs.
- II. EMPLOYEE SAFETY

- A. Complete PDRMA Risk Management Review (RMR) for the department.
- B. Establish standardized PPE requirements for all job-related tasks.
- C. Provide monthly safety training for all staff.
- D. Update annually Fall Protection procedures to align with best practices and regulatory standards.
- E. Update annually Confined Space procedures to ensure compliance and reduce risk.

III. FINANCIAL SUSTAINABILITY

- A. Inventory and Purchasing Optimization
 - 1. Continual improvement of our centralized purchasing strategy to streamline processes and reduce duplication.
 - 2. Expand bulk purchasing partnerships to leverage cost savings.
 - 3. Strengthen vendor management practices to improve service quality and pricing.
- B. Energy Efficiency and Utility Cost Reduction
 - 1. Conduct comprehensive energy audits for all facilities.
 - 2. Assess feasibility of renewable energy investments, including solar and other clean energy solutions.
 - 3. Prioritize energy-efficient retrofits such as HVAC upgrades, LED lighting, and smart building technologies.
- C. Grant funding and External Revenue Opportunities
 - 1. Pursue tax incentives and rebates that support energy efficiency and sustainability initiatives.
 - 2. Explore fee-based maintenance services or programs that could generate new revenue streams while supporting community needs.

IV. OPERATIONAL EXCELLENCE

- A. Collaborate with the Village of Schaumburg to support initiatives in the Comprehensive Green Action Plan, including:
 - 1. Joining Illinois Partners for Clean Air
 - 2. Increasing renewable energy capacity
 - 3. Participating in demand response programs
 - 4. Engaging with regional, state, and federal sustainability partners
- B. Implement and optimize the work order software system, including full asset barcoding and GIS tagging of all district facilities and equipment.
- C. Partner with consultants and NWSRA to ensure all renovations and capital projects meet ADA requirements and comply with regulations and permitting standards.
- D. Regularly assess facility accessibility and make modifications to support inclusive uses.

V. EMPLOYEE DEVELOPMENT AND ENGAGEMENT

- A. Continuous Learning and Skills Development
 - 1. Provide a wide range of technical and soft-skill training opportunities tailored to departmental roles.

2. Support staff in earning professional certifications, including coverage of coursework, exam, and renewal fees.
 3. Establish a leadership development program including mentorship, leadership workshops, and cross-departmental experiences.
 4. Encourage participation in conferences, seminars, and webinars related to professional growth
- B. Employee Engagement and Recognition
1. Strengthen the recognition program, celebrating milestones, accomplishments, and exceptional performance.
 2. Celebrate team achievements through group awards and team-building events to foster collaboration and unity.
- C. Career Advancement and Internal Mobility
1. Define clear career pathways for advancement within the department.
 2. Ensure internal job postings are prominently displayed (e.g., lunchroom postings) to promote visibility.
 3. Expand cross-training opportunities to build versatility and support succession planning.
 4. Enhance team communication and collaboration across roles and facilities.

8.8 Emergency Management Plan

I. OVERVIEW

- A. Emergency management for the Schaumburg Park District is a collaborative effort between the Facility Services Department, the Park District Risk Management Agency (PDRMA), and the Safety Committee. While PDRMA and the Safety Committee coordinate training, compliance, and documentation, facilities department remains the operational lead for preparedness, mitigation, and recovery activities at all district buildings.

II. ROLES AND RESPONSIBILITIES

A. Facility Services Department

1. Maintains all life-safety systems (alarms, sprinklers, AEDs, lighting, generators).
2. Conducts annual and post-incident inspections.
3. Leads physical response efforts during emergencies, including system shutdowns, repairs, and restoration.
4. Coordinates with local authorities (VOS Fire/Police, IDPH, CCDPH).
5. Ensures compliance with OSHA and state-mandated safety standards.

III. PDRMA

- A. Provides the overarching Emergency Response Framework and training modules.

- B. Coordinates Risk Management Review (RMR) and insurance claim guidance.
- C. Offers recovery assistance, documentation templates, and safety audits following incidents.

IV. SAFETY COMMITTEE

- A. Reviews incidents monthly and recommends corrective actions.
- B. Coordinates drills and tabletop exercises across departments.
- C. Communicates emergency protocol updates to all departments.

V. PLANNING AND TRAINING

- A. The District's Emergency Operations Plan (EOP) and Business Continuity Plan (BCP) are reviewed annually and updated every three years.
- B. All facility staff receive annual training in CPR/AED, fire response, and severe weather procedures.
- C. Tabletop drills and live simulations are held in coordination with the Village of Schaumburg Emergency Operations Center (EOC).

VI. CONTINUOUS IMPROVEMENT

- A. All emergency incidents are documented in the work order system for tracking and analysis.
- B. Lessons learned are shared at quarterly Safety Committee meetings and incorporated into PDRMA reports.
- C. Annual goals include reducing response time, improving communication systems, and increasing staff readiness.

SECTION 9.0 - CAPITAL PROJECTS AND PLANNING

9.1 RESPONSIBILITY / ACCOUNTABILITY

The Capital Improvements/ Project and Planning Division is responsible for assessing and guiding the Schaumburg Park District's long-term capital improvement needs. The division provides both strategic and operational support for capital development initiatives to ensure that projects align with the district's mission, vision, and Master Plan.

It manages feasibility studies, oversees the procurement of consultants for project planning and design, and develops facility solutions that are functional, well-designed, and compliant with all applicable codes, regulations, and standards. The division also leads the prioritization of capital budgets based on facility requirements, programmatic needs, and long-term integration goals - ensuring that each project supports the district's overall strategic direction and community vision.

Responsibilities and Accountability include:

- I. LONG-TERM PLANNING AND ASSESSMENT – Evaluates facility conditions, infrastructure, and operational needs to determine short- and long-term capital priorities.
- II. STRATEGIC AND OPERATIONAL SUPPORT – Provides guidance and coordination to ensure capital projects are consistent with SPD's strategic goals and community objectives.
- III. FEASIBILITY AND PROJECT DEVELOPMENT – Manages feasibility studies, site analyses, and conceptual planning efforts to establish project scope, goals, and implementation strategies.
- IV. CONSULTANT OVERSIGHT – Coordinates the selection, contracting, and management of consultants for project formulation, design, and technical studies.
- V. DESIGN AND REGULATORY COMPLIANCE - Ensures all facility improvements are well-designed, meet programmatic requirements, and comply with applicable codes, standards, and regulations.
- VI. CONSTRUCTION MANAGEMENT – Oversees the bidding process, contract awards, and overall project execution, ensuring that construction activities adhere to design intent, schedule, budget, and quality standards. Coordinates with contractors, consultants, and internal staff to deliver projects efficiently and safely.

- VII. BUDGET PRIORITIZATION AND INTEGRATION – Develop and recommend capital budget priorities based on facility community needs, facility assessments, program goals, and funding availability, ensuring efficient resource allocation.
- VIII. MASTER PLAN ALIGNMENT – Integrates all projects within the district's long-range master planning framework to maintain consistency, quality, and sustainability across facilities.
- IX. ACCOUNTABILITY AND REPORTING – Maintains thorough documentation and reporting systems to monitor project progress, ensure fiscal responsibility, and provide transparency throughout the capital planning and implementation process.

Through these efforts, the Capital Improvement Planning Division ensures that all projects are strategically justified, fiscally responsible, well-managed, and supportive of the Schaumburg Park District's long-term vision for high-quality, sustainable community facilities.

I. ADMINISTRATION

- A. Illinois Department of Public Health (IDPH) Liaison – Coordinates all required permits, inspections, and approvals.
- B. Metropolitan Water Reclamation District (MWRD) Liaison – Coordinates all required permits, inspections, and approvals.
- C. Village of Schaumburg (VOS) Liaison – Coordinates all required permits, inspections, and approvals.
- D. Capital Budgets – Prepares and maintains annual and three-year capital improvement budgets and projections.
- E. Project Administration – Oversees architectural, engineering, planning, cost control, and construction to ensure quality and compliance.
- F. Budget Monitoring – Develops, tracks, and maintains project budgets throughout all phases.
- G. Facility Assessment – Conducts district-wide surveys to prioritize projects based on facility needs.
- H. Records Management – Maintains cloud-based project and construction records via Easy Archive.
- I. Environmental & Sustainability – Manages environmental grants and oversees sustainability initiatives, including the Green Light Program.
- J. ADA Compliance – ADA Compliance Officer.
- K. District Design Standards – Develops, updates, and enforces architectural and construction standards.
- L. Emergency Operations Planning – Creates and maintains emergency plans and floor plans for all facilities.
- M. Safety Advisory – Provides guidance on safety-related issues across all District operations.

II. PROJECT COORDINATION

- A. Plans & Specifications – Develops project plans for new construction, remodeling, infrastructure upgrades, repairs, and furnishings.
- B. Bidding & Contracts – Facilitates bidding and award processes.
- C. Project & Construction Management – Oversees project execution and construction administration.
- D. Project Records – Maintains contracts, payouts, closeout drawings, and all related documentation.
- E. Consultant Coordination – Ensures project plans align with all consultants and stakeholders.
- F. Facility Data Management – Maintains Current Replacement Value and Facility Needs Index for all District assets.
- G. Staff Liaison – Coordinates with staff to identify and plan for future facility needs.

9.2 ORGANIZATION / PERSONNEL

I. PERSONNEL – FULL TIME

- A. Director of Operations
- B. Superintendent of Capital Projects & Planning
- C. Manager of Capital Projects

II. PERSONNEL – PART TIME

- A. Seasonal Architectural Intern

9.3 SWOT ANALYSIS

I. STRENGTHS

- A. Skilled/experienced in planning, project management, and construction oversight.
- B. Deep knowledge of regulatory and ADA compliance requirements.
- C. Alignment of projects with District strategic goals and Master Plan.
- D. Effective budget and record management.
- E. Strong cross-functional coordination with district staff, consultants, and contractors.
- F. Commitment to sustainability and energy efficiency, including geothermal systems, solar panels, BAS controls, and LED lighting.
- G. Community-focused project design promoting wellness, and accessibility.
- H. Effective collaboration with local agencies to ensure environmental compliance.

II. WEAKNESSES

- A. Limited staff with building/ architectural skills (competitive market).
- B. Limited staff capacity for multiple complex projects.
- C. Aging infrastructure requires frequent upgrades.
- D. Complex permitting and approvals can delay projects.

- E. Reliance on external consultants.
- F. Some technological systems may need upgrades.

III. OPPORTUNITIES

- A. Access to state, federal grants and alternative funding sources for capital projects.
- B. Expansion of sustainable and energy-efficient projects.
- C. Integrate technology (BAS, GIS, digital project management) to improve efficiency.
- D. Incorporate emerging community needs in Master Plan.
- E. Enhanced project management and reporting tools.
- F. Strengthen interagency collaboration to share resources and expertise.

IV. THREATS

- A. Regulatory changes (building codes, ADA, environmental standards) impact on timelines and design.
- B. Economic fluctuations and rising construction costs.
- C. Aging infrastructure requires urgent repairs.
- D. Contractor or supply chain delays.
- E. Climate and weather-related impacts on projects.

9.4 TRENDS

- I. SUSTAINABLE & ENERGY EFFICIENT CONSTRUCTION – Green materials and energy-efficient systems reduce long-term costs.
- II. ADVANCED TECHNOLOGY – BIM, 3D modeling, drones, and project software improve planning and coordination.
- III. MODULAR & PREFABRICATED CONSTRUCTION – Off-site components save time and costs.
- IV. MATERIAL INNOVATION – Use of advanced composites, high-performance insulation, and low-carbon concrete.
- V. HEALTH & WELLNESS FOCUS – Prioritizing spaces that support physical, mental, and social well-being.
- VI. FLEXIBLE SPACES – Adaptable facilities for evolving community programs.
- VII. COST & RISK MANAGEMENT – Strategies to address rising costs and supply chain challenges.
- VIII. DATA-DRIVEN PLANNING – Facility assessments and asset data guide project prioritization.

9.5 INITIATIVES

- I. CUSTOMER SATISFACTION
 - A. Prioritize community input (via survey) and staff feedback into all project planning.
 - B. Prioritize renovations and improvements based on community input.
 - C. Ensure facility designs meet diverse user needs, including accessibility.

- D. Provide timely communication and transparency regarding project schedules, updates, and outcomes.
- E. Conduct post-project surveys and feedback to identify opportunities for improvement.

II. FINANCIAL SUSTAINABILITY

- A. Develop and manage project budgets with lifecycle cost analysis.
- B. Leverage grants, partnerships, and alternative funding sources to maximize capital resources.
- C. Implement energy-efficient and sustainable design features (e.g., geothermal systems, solar panels, LED lighting) to reduce long-term operational costs.
- D. Monitor and optimize resource allocation to ensure fiscal responsibility across all projects.

III. OPERATIONAL EXCELLENCE

- A. Standardize project management processes to enhance efficiency and consistency.
- B. Maintain strong compliance with regulatory (Village of Schaumburg, IDPH, MWRD), ADA, and environmental standards.
- C. Utilize technology, including BAS controls, GIS mapping, and project management software, to improve workflow and oversight.
- D. Coordinate effectively with contractors, consultants, and internal staff to ensure timely and quality project delivery.
- E. Conduct Facility Conditions Assessments periodically to identify priority projects.
- F. Monitor and incorporate best practices in sustainable construction, stormwater management, and energy efficiency.

IV. EMPLOYEE DEVELOPMENT AND ENGAGEMENT

- A. Encourage cross-functional collaboration to enhance skills and knowledge sharing.
- B. Promote staff involvement in innovative planning and sustainable initiatives.
- C. Recognize achievements and contributions to strengthen morale, engagement, and retention.
- D. Support a culture of continuous improvement and innovation within the division.

9.6 COMPARISON OF CAPITAL PROJECTS AND PLANNING TO STANDARDS

The Capital Projects and Planning Division ensures that all projects are developed, managed, and executed according to recognized industry standards, regulatory requirements, and best practices. While no single standard governs all aspects of capital planning, the Division references guidance from multiple sources, including:

- I. NATIONAL RECREATION AND PARK ASSOCIATION (NRPA) – Provides benchmarks for facility types, space allocation, and program support.
- II. AMERICANS WITH DISABILITIES ACT (ADA) – Ensures accessibility standards are met across all projects.
- III. INTERNATIONAL CODE COUNCIL (ICC) & BUILDING CODES – Guides structural, fire, and safety compliance in all construction projects.
- IV. ENERGY AND SUSTAINABILITY STANDARDS – Integration of ASHRAE (American Society of Heating, Refrigerating and Air-Conditioning Engineers) guidelines, International Energy Conservation Code (IECC), and U.S. Green Building Council (LEED) principles to promote energy efficiency and sustainable design.
- V. ENVIRONMENTAL AGENCIES – Environmental Protection Agency (EPA) sets standards for sustainability, stormwater management, and energy efficiency.
- VI. DISTRICT POLICIES & MASTER PLAN – Internal guidelines for design, project delivery, and operational efficiency.

Projects are assessed for compliance, quality, cost efficiency, and alignment with strategic goals at each stage of planning, design, and construction. Capital projects are reviewed during the feasibility, budgeting, and design phases, and ongoing monitoring ensures adherence to applicable standards.

9.7 SUSTAINABLE PROJECTS AND PRACTICES

The district is committed to incorporating sustainability into all capital projects and daily operations. Environmental responsibility, energy efficiency, and long-term resilience guide every phase of facility planning and construction.

- I. SUSTAINABLE PROJECTS AND PRACTICES – The District is committed to incorporating sustainability into all capital projects and operations. Environmental responsibility, energy efficiency, and long-term resilience guide every phase of facility planning, design, and construction.
- II. RENEWABLE ENERGY SYSTEMS – Use of geothermal heating and cooling, solar panels, and structural insulated panels (SIPs) – (notably featured in the Heritage Farm Visitor Center renovation project) – to reduce energy consumption and reliance on fossil fuels.
- III. BUILDING AUTOMATION SYSTEMS (BAS) – Integration of BAS controls to monitor and optimize HVAC, lighting, and mechanical systems in real time. These systems improve energy efficiency, reduce utility costs, and ensure consistent building performance.

- IV. **ENERGY-EFFICIENT FEATURES** – Installation of LED lighting, occupancy sensor switches, and high-efficiency HVAC systems in all projects to minimize energy waste and lower operating costs.
- V. **SUSTAINABLE MATERIALS** – Use of recyclable and recycled-content materials, such as carpet and interior finishes, to reduce waste and environmental impact.
- VI. **SUSTAINABLE SITE DESIGN** – Incorporation of native and drought-tolerant landscaping, stormwater management, and preservation of open space to enhance natural habitats and reduce maintenance needs.
- VII. **RESPONSIBLE PURCHASING** – Commitment to responsible purchasing, waste reduction, and community education to promote environmental awareness.

These initiatives reflect the district's ongoing commitment to building efficient, environmentally responsible, and sustainable facilities that benefit the community today and for generations to come.

9.8 FACILITY EVALUATION

Regular facility evaluation is essential for effective capital planning and long-term asset management. The district maintains detailed records of facility conditions, equipment life cycles, and project needs to ensure resources are allocated efficiently and improvements align with operational goals, sustainability standards, and community expectations. The following exhibits summarize the key components of this evaluation process.

- I. **FACILITY LISTING (EXHIBIT 9.8.01)** – Provides a comprehensive overview of all District facilities, including buildings, pools, lighting systems, and major specialty equipment by site. The chart details each facility's year built, square footage, pool dimensions, number of light poles and fixtures, irrigation systems, lighted signage, and pond aerators.
- II. **EQUIPMENT LIFE EXPECTANCY LIST (EXHIBIT 9.8.02)** – Identifies equipment that has reached or exceeded its anticipated life expectancy but remains in operation. Life expectancy data is based on manufacturer guidelines and industry testing benchmarks.
- III. **FACILITY NEEDS INDEX (EXHIBIT 9.8.03)** – Presents the Facility Needs Index (FNI), a metric that measures the percentage of deferred maintenance, renewal, functionality, and sustainability needs relative to each facility's overall condition.

- IV. REJUVENATION / ONGOING PROJECTS (EXHIBIT 9.8.04) – Outlines current and projected areas requiring updates due to aging finishes, evolving facility functions, and space reconfigurations. This includes major renovations, additions, and expansions to meet programming demands and improve overall user experience.

9.9 ADA

All District facilities were thoroughly evaluated by Recreation Accessibility Consultants, LLC for compliance with the Americans with Disabilities Act (ADA), as required by the Attorney General. The resulting report was comprehensive, providing numerous recommendations while also highlighting the district's significant progress in making facilities accessible to all.

Recommendations were categorized into four groups, with the majority classified as “no action required”. Remaining items are scheduled for correction over a 1–8-year period and serve as a guide for improvements incorporated into ongoing projects and annual upgrades.

All capital and renovation projects are reviewed for ADA compliance during the design and planning stages, ensuring updates align with current standards. Staff continue to make corrections and adjustments as facilities are renovated. Policies and standards are reviewed and updated regularly to reflect evolving ADA guidelines. The ADA Transition Plan is formally reviewed and updated every five years and adopted by the Board to ensure continued compliance.

PARK CODE	PARK NAME	YEAR BUILT	BUILDINGS			POOLS & SPAS				LIGHTING		SPECIALTY		
			BLDG CODE	BUILDING NAME	SQUARE FT	POOL	WATER PLAY GROUND	SPA	GALLONS	POLES & BALLARDS	FIXTURES	IRRIGATION	SIGNS	AERATORS
01	APOLLO	1974								1	1	1		
02	ATCHER	1971 /2004	404	ATCHER POOL	6000	MAIN	1		185,000	35	54	1	1	
						DEEP			85,000					
		1982/2005	310	ATCHER CONCESSION	1,200					4 (TC)	8			
03	BOCK	1979	302	BOCK CENTER	8,500	MAIN			225,000	4	16			
04	BUNKER HILL	1990								1	1			
05	CAMPANELLI	1974	304	CAMPANELLI GARAGE	575					1	1	1		
		1989	614	CAMPANELLI SHELTER	300									
10	DOOLEY	1974	307	DOOLEY SHED	200					3	14			
12	FREEDOM	1988								1	1			
13	EAGLE	1986								7	9			
14	EINSTEIN	1974								1	1			
15	BOND	1974								1	1			
16	SALK	1983								1	1			
17	FALK	1977								8	57	1		
19	GRAY FARM	1986	615	GRAY FARM SHELTER	300					1	2			
20	HOOVER	1978								5	10			
21	JAYCEE	1987								1	1			
25	LANCER CREEK	1994								1	1		2	2
26	MEINEKE	70/76/86/09	301	MEINEKE	29,000	50M	1		225,000	23	50	1	1	1
		1990	601	ADMIN BUILDING	16,780	D. WELL			300,000	4	4			
		1992	619	MEINEKE SHELTER	300									
29	PAUL REVERE	1982								1	1			
34	SPRING VALLEY	1927	201	MERKLE CABIN	1,367								1	
			202	MEGINNIS	2,242									
			203	HOGAN BARN	4,800									
			204	SCHRAGGE	1,700									
			205	RED BARN	2,000									
		1985	206	VMNOB	9,000									
			207	SMOKE HOUSE	200									
			208	SUMMER KITCHEN	200									
			209	SCOUT CABIN	200									
		1993	211	MAINTENANCE BUILDING	3,056									
			212	OUT HOUSE	10									
		1999	213	PIG SHED	200									
		2000	214	CHICKEN COOP	200									
		2001	215	CORN CRIB	50									
		2003	216	MILK HOUSE	500									
35	DOHERTY	1988								1	1			
36	SUNSET	1985								2	3			
38	TIMBERCREST	1986	309	TIMBERCREST SHED	625					18	57	1		
		1995	616	TIMBERCREST SHELTER	300									
39	VOLKENING	1980	308	VOLKENING BOAT HOUSE	400					48	51	1	3	
		1993	609	VOLKENING SHELTER	4000									
41	WOODSTOCK	1974								1	1			
47	ZOCHER	1975	312	ZOCHER SHED	100					15	68	1		
54	SHEFFIELD RIDGE	1990								1	1			
56	BRANDENBURG	2002	621	BRANDENBURG SHELTER	400					1	1			
57	ROBERTS	1984								1	1			
58	COLONY LAKE	2007	306	COLONY LAKE GARAGE	575									
60	OLDE SALEM	1999								1	1			
62	CRC	1981	303	COMMUNITY REC CENTER	139,000	0 DEPTH			63,500	17	17		2	
		1995				LAP			103,550					
		2004				DEEP			125,250					
								SPA	3,800					
		1993	315	SHEPHARD CENTER	8,000					1	1			
		1998	319	SAFETY PARK	2,500					7	7			
		2000	316	SENIOR SHELTER-LARGE	200									
		2000	317	SENIOR SHELTER-SM/E	100									
		2000	318	SENIOR SHELTER-SM/W	100									
		2003	313	SENIOR SHELTER	100									
		2003	314	SENIOR SHELTER	100									
65	WALNUT GREENS	1986	501	CLUBHOUSE	1,771					1	2	1	1	1
		1986	502	PUMP HOUSE	200									
66	ABRAHAMSEN	1986								1	1			
72	KINGSPORT EAST	1988								1	1			

PARK CODE	PARK NAME	YEAR BUILT	BUILDINGS			POOLS & SPAS				LIGHTING		SPECIALTY		
			BLDG CODE	BUILDING NAME	SQUARE FT	POOL	WATER PLAY GROUND	SPA	GALLONS	POLES & BALLARDS	FIXTURES	IRRIGATION	SIGNS	AERATORS
74	VILLAGE IN PARK	2003	622	VIP SHELTER	400					1	1			
			623	VIP SHELTER										
76	MCLEMORE	2000								1	1			
77	HANOVER SITE	1984								1	1			
78	601 MORSE	1993	604	MAINTENANCE GARAGE	72,000					4	6		1	
79	610 MORSE	1974	602	MAINTENANCE GARAGE	10,000									
87	CONNOLLY	1993								1	1			
88	COPLEY	2002	608	COPLEY SHELTER	200					19	19			
90	VETERANS	1993	605	VETERANS CONCESSION	750					10	11	1		
92	LINDEN	1998	613	NW ODLUM SHELTER	400					1	1			
93	BELLE	1995	617	SW ODLUM SHELTER	400					2	2			
94	GOLF & KNOLLWOOD	1997	618	GOLF & KNOLLWD SHELTER	400					1	1			
95	SGC	1993	503	CLUBHOUSE	49,000					53	60	1	1	
		1991	504	MAINTENANCE BLDG	12,800									2
		1993	505	PUMP HOUSE	400									
		1999	506	STARTER SHED	15									
		1999	507	STARTER SHED	15									
		1999	508	1/2 WAY HOUSE	500									
		2000	509	SHELTER	100									
		2000	510	SHELTER	100									
		2000	511	SHELTER	100									
		2000	512	SHELTER	100									
		2001	513	TEACHING SHED	150									
96	POLK BRACH	1992	603	POLK BRACH CONCESSION	750					16	54	1		
97	OLYMPIC	1997	607	BASEBALL CONCESSION	6,000					99	513	2		
		2003	620	SOCCER CONCESSION	2,000									
100	PARK ST CLAIRE	2000	611	PK ST. CLAIRE SHELTER	400					1	1			
102	BRIAR POINTE NH	1999	610	BRIAR POINTE SHELTER	400					1	1			
104	STP	1974/2005	320	STP	102,000	1			65,000	6	6		1	
								1	15,000					
105	AIRPORT	2002	305	SPORT CENTER	106,000					32	32		1	
				TOTAL	612,731				1,396,100	466	1,159	14	15	6

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#	EQUIPMENT NUMBER	DESCRIPTION	YEAR INSTALLED	LIFE EXPECTANCY	YEARS REMAINING	REPLACE DATE	DEFERRED	DEFERRED TOTAL
201 MERKLE								
4.5.1.5	201-3002	PANEL	1982	30	<6>	2012	\$8,000.00	
4.5.1.5	201-3003	PANEL	1982	30	<6>	2012	\$8,000.00	
4.3.5.1	201-3004	BASEBOARD	1982	10	<26>	1992	\$9,000.00	
								\$25,000.00
202 MEGINNIS								
4.2.6.10	202-2000	METER	1988	30	<0>	2018	\$2,000.00	
4.5.1	202-3000	METER	1988	30	<0>	2018	\$2,500.00	
4.5.1.5	202-3001	PANEL	1988	30	<0>	2018	\$8,000.00	
								\$12,500.00
203 HOGAN BARN								
2.2.1.1	203-1047	EXT.WALLS-WOOD	1988	15	<29>	1989	\$190,000.00	
2.2.1.14	203-1049	EXT.WALLS-SPECIAL	1927	70	<21>	1997	\$175,000.00	
								\$365,000.00
204 SCHRAGE								
1500	204-2186	SUMP PUMP	1992	12	<14>	2004	\$1,500.00	
								\$1,500.00
205 BARN								
4.3.1.4	205-3000	METER	1988	30	<0>	2018	\$4,000.00	
4.5.1.5	205-3001	PANEL	1988	30	<0>	2018	\$4,000.00	
								\$8,000.00
206 SVNC								
4.5.1.5	206-3003	PANEL "LP-2" 100	1985	30	<3>	2015	\$9,000.00	
								\$9,000.00
207 SMOKE HOUSE								
2.3.1.1	207-1002	ROOF-SHINGLE,WOOD	1985	20	<13>	2005	\$5,000.00	
2.1.2.5	207-1005	ROOF-FLASHING/VENTS	1985	20	<13>	2005	\$2,000.00	
								\$7,000.00
211 SV MAINT.								
2.2.1.2	211-1510	EX. PAINT - LAT/EN	1993	15	<10>	2008	\$50,000.00	
								\$50,000.00
212 OUTHOUSE								
2.1.2.5	212-1002	ROOF-SHINGLE,WOOD	1993	20	<5>	2013	\$5,000.00	
2.1.2.5	212-1005	ROOF-FLASHING/VENT	1993	20	<5>	2013	\$2,000.00	
								\$7,000.00
214 CHICKEN COOP								
2.2.1.1	214-1047	EXT-WALLS-WOOD	2000	15	<3>	2015	\$5,600.00	
								\$5,600.00
215 CORN CRIB								
2.2.1.1	215-1047	EXT WALLS, WOOD	2001	15	<2>	2016	\$5,400.00	
								\$5,400.00
301 MRC								
4.5.1.3	301-3001	MAIN DISTRIBUTION	1986	30	<2>	2016	\$12,000.00	
4.5.1.7	301-3004	DISTRIBUTION MCC	1986	30	<2>	2016	\$14,500.00	
4.5.1.7	301-3010	DISTRIBUTION MCC	1970	30	<18>	2000	\$17,000.00	
4.5.1.5	301-3020	PANEL - EM	1986	30	<2>	2016	\$4,500.00	
4.5.1.5	301-3032	PANEL	1982	30	<6>	2012	\$4,500.00	
4.5.1.5	301-3081	PANEL	1986	30	<2>	2016	\$4,500.00	
	301-3083	PANEL	1986	30	<2>	2016	\$1,200.00	
								\$58,200.00
302 BOCK								
2.3.5.5	302-1006	GUTTERS	1979	20	<19>	1999	\$7,000.00	
2.2.1.1	302-1047	EXT. WALLS - WOOD	1979	25	<14>	2004	\$15,000.00	
4.5.1.5	302-3001	PANEL	1979	30	<9>	2009	\$4,500.00	
4.5.1.5	302-3042	PANEL	1979	30	<9>	2009	\$4,500.00	
4.5.1.5	302-3046	PANEL	1979	30	<9>	2009	\$4,500.00	
4.5.1.5	302-3086	PANEL	1979	30	<9>	2009	\$4,500.00	
4.3.4.2	302-4021	EXHAUST FAN	1979	15	<7>	2011	\$3,000.00	
4.3.4.2	302-4022	EXHAUST FAN	1979	15	<7>	2011	\$2,800.00	
6.1.3.1	402-6820	POOL DECK	1979	30	<9>	2009	\$375,000.00	
6.1.3.5	402-6826	FENCING	1979	30	<9>	2009	\$35,000.00	
2.1.2.5	302-1002	ROOFING - SHINGLE	1998	20	<0>	2018	\$190,000.00	
								\$645,800.00
303 CRC								
4.2.2.8	303-2002	BOILER	1995	20	<3>	2015	\$15,000.00	
4.5.1.3	303-3000	METER	1980	30	<8>	2010	\$6,000.00	
4.5.1.3	303-3001	MAIN DISTRIBUTION 208	1980	30	<8>	2010	\$120,000.00	
4.5.1.3	303-3004	MAIN DISTRIBUTION 208	1980	30	<8>	2010	\$51,000.00	
4.5.1.3	303-3007	MAIN DISTRIBUTION 208	1980	30	<8>	2010	\$51,000.00	
4.5.1.3	303-3010	DISTRIBUTION PANEL 208	1980	30	<8>	2010	\$15,000.00	
4.5.1.3	303-3016	DISTRIBUTION PANEL	1980	30	<8>	2010	\$15,000.00	
4.5.1.5	303-3027	PANEL 208/125	1980	30	<8>	2010	\$4,600.00	
4.5.1.3	303-3034	METER	1980	30	<8>	2010	\$3,000.00	
4.5.1.5	303-3135	PANEL 208/250	1980	30	<8>	2010	\$5,500.00	
4.5.1.5	303-3138	PANEL 208/225	1980	30	<8>	2010	\$5,500.00	
4.5.1.5	303-3139	PANEL 208/225	1980	30	<8>	2010	\$5,500.00	
4.5.1.5	303-3141	PANEL 208/100	1980	30	<8>	2010	\$5,500.00	
4.5.1.5	303-3143	PANEL 208/225	1980	30	<8>	2010	\$5,500.00	
4.5.1.5	303-3147	PANEL 208/200	1980	30	<8>	2010	\$5,500.00	

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#	EQUIPMENT NUMBER	DESCRIPTION	YEAR INSTALLED	LIFE EXPECTANCY	YEARS REMAINING	REPLACE DATE	DEFERRED	DEFERRED TOTAL
4.5.1.5	303-3148	PANEL 208/100	1980	30	<8>	2010	\$5,500.00	
4.5.1.3	303-3189	DISTRIBUTION PANEL	1980	30	<8>	2010	\$11,000.00	
4.5.1.5	303-3199	PANEL 208/100	1980	30	<8>	2010	\$5,500.00	
4.5.1.3	303-3200	DISTRIBUTION PANEL	1980	30	<8>	2010	\$11,000.00	
4.5.1.5	303-3229	PANEL 208/100	1980	30	<8>	2010	\$5,500.00	
4.5.1.5	303-3230	PANEL 208/100	1980	30	<8>	2010	\$5,500.00	
4.3.5.6	303-4001	AIR HANDLER	1980	25	<9>	2009	\$50,000.00	
4.3.5.6	303-4032	AIR HANDLER	1980	25	<9>	2009	\$50,000.00	
4.3.5.6	303-4055	AIR HANDLER	1980	25	<9>	2009	\$50,000.00	
4.3.5.6	303-4065	AIR HANDLER	1980	25	<9>	2009	\$50,000.00	
4.3.5.6	303-4075	AIR HANDLER	1980	25	<9>	2009	\$50,000.00	
4.3.5.6	303-4085	AIR HANDLER	1980	25	<9>	2009	\$50,000.00	
4.3.5.6	303-4098	AIR HANDLER	1980	25	<9>	2009	\$50,000.00	
4.3.4.2	303-4149	POOL EXHAUST	1995	15	<8>	2010	\$1,500.00	
4.3.4.2	303-4155	KITCHEN EXHAUST	1995	15	<8>	2010	\$1,500.00	
4.3.4.2	303-4158	KITCHEN SUPPLY	1995	15	<8>	2010	\$1,500.00	
4.3.2.4	303-4305	HEAT EXCHANGER	1995	20	<3>	2015	\$5,000.00	
4.3.2.4	303-4310	HEAT EXCHANGER	1995	20	<3>	2015	\$5,000.00	
4.3.4.2	303-4320	EXHAUST FAN	1980	15	<23>	1995	\$1,100.00	
4.3.4.2	303-4321	EXHAUST FAN	1980	15	<23>	1995	\$1,100.00	
4.3.5.6	303-4324	AIR HANDLER	1995	15	<8>	2010	\$32,000.00	
4.3.5.6	303-4331	AIR HANDLER	1995	15	<8>	2010	\$32,000.00	
4.3.3.2	303-4354	CONDENSING UNIT	1995	20	<3>	2015	\$21,000.00	
4.3.3.1	303-4355	CHILLER	1995	20	<3>	2015	\$125,000.00	
4.3.3.1	303-4356	CHILLER - SOUTH	1995	20	<3>	2015	\$125,000.00	
4.3.4.2	303-4375/4404	EXHAUST FANS (29)	1980	20	<18>	2000	\$116,000.00	
4.3.4.1	303-4620	SUPPLY DUCTWORK	1980/18	20	<9>	2009/38	\$35,000.00	
4.3.4.1	303-4630	RETURN DUCTWORK	1980/18	20	<9>	2009/38	\$35,000.00	
4.3.1.2	303-4810	PIPING	1980	40	<8>	2010	\$65,000.00	
6.1.1.4	403-6014	CHEMICAL CONTROLLER	1999	15	<4>	2014	\$11,000.00	
6.1.1.5	403-6015	OZONE GENERATOR	1995	15	<8>	2010	\$20,000.00	
6.1.1.2	403-6018	PUMP	1995	20	<3>	2015	\$7,500.00	
6.1.1.2	403-6022	PUMP	1995	20	<3>	2015	\$7,500.00	
6.1.1.2	403-6023	PUMP	1995	20	<3>	2015	\$9,000.00	
6.1.1.2	403-6024	PUMP	1995	20	<3>	2015	\$9,000.00	
6.1.1.2	403-6025	PUMP	1995	20	<3>	2015	\$7,500.00	
4.3.2.4	403-6026	HEAT EXCHANGER	1995	20	<3>	2015	\$5,000.00	
6.1.1.2	403-6032	PUMP	1995	20	<3>	2015	\$5,500.00	
6.1.1.2	403-6044	PUMP	1995	20	<3>	2015	\$7,500.00	
6.1.1.2	403-6046	PUMP	1995	20	<3>	2015	\$7,500.00	
6.1.1.2	403-6050	PUMP	1995	20	<3>	2015	\$17,000.00	
6.1.1.2	403-6099	PUMP	1995	20	<3>	2015	\$7,500.00	
6.1.1.2	403-6100	PUMP	1995	20	<3>	2015	\$7,500.00	
								\$1,439,300.00
305 SSC								
4.2.2.5	305-1002	WATER HEATER	2003	10	<5>	2013	\$2,500.00	
								\$2,500.00
307 DOOLEY SHED								
2.3.1.1	307-1002	ROOF-SHINGLE	1974	20	<24>	1994	\$8,000.00	
4.5.1	307-3000	METER	1974	30	<14>	2004	\$3,000.00	
4.5.1.5	307-3001	PANEL 150A	1974	30	<14>	2004	\$5,600.00	
								\$16,600.00
308 VOLKENING BOAT HOUSE								
2.2.1.3	308-1037	EXT.-WALLS-WOOD	1980	20	<18>	2000	\$9,000.00	
4.5.1	308-3001	METER	1980	30	<8>	2010	\$3,000.00	
4.5.1.5	308-3002	PANEL 150 AMP	1980	30	<8>	2010	\$5,600.00	
								\$17,600.00
309 TIMBERCREST								
4.2.6.10	309-2000	METER H2O	1986	30	<2>	2016	\$3,000.00	
4.2.2.5	309-2002	WATER HEATER-elec.	1986	15	<17>	2001	\$2,000.00	
4.2.2.5	309-2004	WATER HEATER-elec.	1986	15	<17>	2001	\$2,000.00	
4.5.1	309-3000	METER	1986	30	<2>	2016	\$3,000.00	
4.5.1.5	309-3001	PANEL	1986	30	<2>	2016	\$4,600.00	
4.5.1.1	309-3004	TRANSFORMER	1986	30	<2>	2016	\$18,000.00	
								\$32,600.00
310 ATCHER CONCESSION								
4.5.3.7	310-5120	BUR. MAIN UNIT	2003	15	<0>	2018	\$15,000.00	
								\$15,000.00
315 PSC								
4.5.1.5	315-3005	PANEL	1972	30	<9>	2009	\$4,500.00	
4.3.2.1	315-4000	BOILER	1972	30	<8>	2010	\$10,000.00	
4.3.2.3	315-4002	PUMP	1993	10	<8>	2010	\$500.00	
4.3.5.2	315-4030	WALL HEATERS	1972	25	<7>	2011	\$2,000.00	
2.3.1.1	315-1002	AIR HANDLER & CONTROLS	1998	20	<0>	2018	\$600,000.00	
								\$617,000.00
320 STP								
4.2.2.5	320-2001	WATER HEATER	2001	15	<2>	2016	\$6,000.00	
4.2.2.5	320-2002	WATER HEATER	1998	15	<5>	2013	\$3,500.00	
4.5.1.2	320-3017	TRANSFORMER	1985	30	<3>	2015	\$7,000.00	
4.5.1.2	320-3018	TRANSFORMER	1985	30	<3>	2015	\$7,000.00	
4.5.1.5	320-3019	PANEL	1974	30	<10>	2008	\$6,000.00	
4.5.1.5	320-3020	PANEL	1974	30	<10>	2008	\$6,000.00	
4.5.1.5	320-3022	PANEL	1978	30	<7>	2011	\$4,500.00	

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#	EQUIPMENT NUMBER	DESCRIPTION	YEAR INSTALLED	LIFE EXPECTANCY	YEARS REMAINING	REPLACE DATE	DEFERRED	DEFERRED TOTAL
4.5.1.5	320-3039	PANEL	1978	30	<10>	2008	\$4,500.00	
4.5.1.5	320-3099	PANEL	1974	30	<9>	2009	\$6,000.00	
4.5.1.5	320-3103	PANEL	1978	30	<10>	2008	\$4,500.00	
								\$55,000.00
503 SGC								
2.1.2.5	503-1002	ROOFING - SHINGLE	1992	20	<6>	2012	\$800,000.00	
2.1.2.5	503-1005	ROOFING - FLASHING / VENTS	1992	20	<4>	2012	\$110,000.00	
4.2.6.1	503-2009	PUMP	1992	20	<4>	2012	\$3,500.00	
4.3.4.2	503-4001	1/3 hp EXHAUST FAN	1992	15	<11>	2007	\$4,000.00	
4.3.4.2	503-4007	EXHAUST FAN	1992	15	<8>	2010	\$5,000.00	
4.3.4.2	503-4008	EXHAUST FAN	1992	15	<8>	2010	\$5,000.00	
4.3.4.2	503-4012	EXHAUST FAN	1992	15	<8>	2010	\$5,000.00	
4.3.4.2	503-4013	EXHAUST FAN	1992	15	<8>	2010	\$5,000.00	
4.3.4.2	503-4014	EXHAUST FAN	1992	15	<8>	2010	\$5,000.00	
4.3.4.2	503-4022	EXHAUST FAN	1992	15	<11>	2007	\$5,000.00	
4.3.1.3	503-4027	PUMP	1992	20	<6>	2012	\$4,500.00	
4.3.1.3	503-4030	PUMP	1992	20	<6>	2012	\$4,500.00	
4.3.1.3	503-4033	PUMP	1992	20	<6>	2012	\$4,500.00	
4.3.1.3	503-4036	PUMP	1992	20	<6>	2012	\$4,500.00	
4.3.4.2	503-4055	EXHAUST FAN	1992	15	<11>	2007	\$5,000.00	
4.3.4.2	503-4056	EXHAUST FAN	1992	15	<11>	2007	\$5,000.00	
4.3.1.3	503-4064	PUMP	1992	20	<6>	2012	\$4,500.00	
4.3.1.3	503-4072	PUMP	1992	20	<6>	2012	\$3,500.00	
4.3.1.3	503-4080	PUMP	1992	20	<6>	2012	\$3,500.00	
4.3.1.3	503-4089	PUMP	1992	20	<6>	2012	\$3,500.00	
4.3.1.3	503-4099	PUMP	1992	20	<6>	2012	\$3,500.00	
4.3.1.3	503-4116	PUMP	1992	20	<6>	2012	\$3,500.00	
4.3.1.3	503-4117	PUMP	1992	20	<6>	2012	\$3,500.00	
4.3.4.2	503-4126	EXHAUST FAN	1992	15	<11>	2007	\$4,000.00	
4.3.4.2	503-4128	EXHAUST FAN	1992	15	<11>	2007	\$5,000.00	
4.3.4.2	503-4135	EXHAUST FAN	1992	15	<11>	2007	\$5,000.00	
4.3.4.2	503-4136	EXHAUST FAN	1992	15	<11>	2007	\$5,000.00	
4.3.4.2	503-4137	EXHAUST FAN	1992	15	<11>	2007	\$5,000.00	
4.3.4.2	503-4138	EXHAUST FAN	1992	15	<11>	2007	\$5,000.00	
4.3.4.2	503-4139	EXHAUST FAN	1992	15	<11>	2007	\$5,000.00	
4.3.4.2	503-4140	EXHAUST FAN	1992	15	<11>	2007	\$5,000.00	
4.3.4.2	503-4141	EXHAUST FAN	1992	15	<11>	2007	\$5,000.00	
4.3.4.2	503-4142	EXHAUST FAN	1992	15	<11>	2007	\$5,000.00	
4.3.4.2	503-4143	EXHAUST FAN	1992	15	<11>	2007	\$5,000.00	
4.3.4.2	503-4144	EXHAUST FAN	1992	15	<11>	2007	\$5,000.00	
4.3.4.2	503-4145	EXHAUST FAN	1992	15	<11>	2007	\$5,000.00	
4.3.4.2	503-4146	EXHAUST FAN	1992	15	<11>	2007	\$5,000.00	
4.3.4.2	503-4147	EXHAUST FAN	1992	15	<11>	2007	\$5,000.00	
4.3.5.5	505-4200	FURNACE	1992	15	<11>	2007	\$5,000.00	
4.3.4.2	503-4257	EXHAUST FAN	1992	15	<11>	2007	\$5,000.00	
4.3.4.2	503-4258	EXHAUST FAN	1992	15	<11>	2007	\$5,000.00	
4.3.4.2	503-4259	EXHAUST FAN	1992	15	<11>	2007	\$5,000.00	
4.3.4.2	503-4260	EXHAUST FAN	1992	15	<11>	2207	\$5,000.00	
4.3.1.3	503-5403	PASSENGER PUMP	1992	20	<6>	2012	\$4,500.00	
4.1.2.4	503-5414	PASSENGER SUMP PUMP	1992	20	<6>	2012	\$4,500.00	
4.1.2.4	503-5415	FREIGHT SUMP PUMP	1992	20	<6>	2012	\$5,000.00	
								\$1,114,000.00
504 SGC MAINT								
4.2.6.2	504-2003	EJECTOR PUMP	1990	20	<8>	2010	\$9,000.00	
4.2.6.2	504-2004	EJECTOR PUMP	1990	20	<8>	2010	\$9,000.00	
4.2.6.2	504-2005	HOT WATER TANK	1990	15	<8>	2010	\$3,000.00	
4.3.4.2	504-4002	EXHAUST FAN	1990	15	<8>	2010	\$6,000.00	
4.3.4.2	504-4003	EXHAUST FAN	1990	15	<8>	2010	\$6,000.00	
4.3.5.6	504-4006	MAKE UP AIR UNIT	1990	25	<3>	2015	\$90,000.00	
4.3.4.2	504-4010	EXHAUST FAN	1990	15	<13>	2005	\$6,000.00	
4.3.3.2	504-4015	CONDENSING UNIT	1990	20	<8>	2010	\$12,000.00	
4.3.4.2	504-4024	EXHAUST FAN	1990	15	<8>	2010	\$6,000.00	
5.1.1.5	504-5305	OFFICE EQUIPMENT	1990	10	<18>	2000	\$1,500.00	
5.1.4.4	504-5307	DOOR OPERATOR	1990	15	<13>	2005	\$6,000.00	
5.1.4.5	504-5308	DOOR OPERATOR	1990	15	<13>	2005	\$6,000.00	
5.1.4.6	504-5309	DOOR OPERATOR	1990	15	<13>	2005	\$6,000.00	
5.1.4.7	504-5310	DOOR OPERATOR	1990	15	<13>	2005	\$6,000.00	
5.1.4.8	504-5311	DOOR OPERATOR	1990	15	<13>	2005	\$6,000.00	
5.1.4.9	504-5312	DOOR OPERATOR	1990	15	<13>	2005	\$6,000.00	
								\$184,500.00
505 SGC PUMP								
2.1.2.5	505-1002	ROOF-SHINGLE	1993	20	<5>	2013	\$18,000.00	
2.1.2.5	505-1005	ROOF-FLASHING/VENTS	1993	20	<5>	2013	\$3,000.00	
4.3.5.2	505-4001	UNIT HEATER	1993	13	<12>	2006	\$4,000.00	
								\$25,000.00
508 HALFWAY HOUSE								
4.3.4.2	508-4002	EXHAUST FAN	1998	15	<5>	2013	\$3,000.00	
2.3.1.1	508-1002	ROOF - SHINGLE / WOOD	1998	20	<0>	2018	\$55,000.00	
								\$58,000.00

#	EQUIPMENT NUMBER	DESCRIPTION	YEAR INSTALLED	LIFE EXPECTANCY	YEARS REMAINING	REPLACE DATE	DEFERRED	DEFERRED TOTAL
601 ADMINISTRATION BUILDING								
4.3.5.6	601-4001	AIR HANDLER	1990	25	<3>	2015	\$94,000.00	
4.3.5.6	601-4002	RETURN FAN	1990	25	<3>	2015	\$70,000.00	
4.3.1.3	601-4008	PUMP	1990	20	<8>	2010	\$4,500.00	
4.3.5.6	601-4015	AIR HANDLER	1990	25	<3>	2015	\$8,400.00	
4.3.1.3	601-4020	PUMP	1990	20	<8>	2010	\$7,500.00	
4.3.4.2	601-4056	EXHAUST FAN	1990	15	<8>	2010	\$8,000.00	
4.3.4.2	601-4057	EXHAUST FAN	1990	15	<8>	2010	\$8,000.00	
								\$200,400.00
602 - 610 MORSE								
4.2.2.5	602-2003	WATER HEATER	1993	15	<10>	2008	\$3,000.00	
								\$3,000.00
604 - 601 MORSE								
4.2.2.5	604-2004	100 GAL WATER HEATER	1992	15	<8>	2010	\$7,200.00	
4.2.2.5	604-2005	100 GAL WATER HEATER	1997	15	<6>	2012	\$7,200.00	
4.3.4.6	604-4125	VARITRAC DAMPER	1992	20	<6>	2012	\$3,000.00	
4.3.4.6	604-4125	VARITRAC DAMPER	1992	20	<6>	2012	\$3,000.00	
4.3.4.6	604-4125	VARITRAC DAMPER	1992	20	<6>	2012	\$3,000.00	
								\$23,400.00
605 VETERANS								
4.2.2.5	605-2002	WATER HEATER	2003	15	<0>	2018	\$1,200.00	
								\$1,200.00
611 PARK ST. CLAIR								
2.2.1.2	611-	EXT.PAINT,OIL	2000	15	<3>	2015	\$8,000.00	
								\$8,000.00
613 LINDEN PARK								
2.3.3.3	613-	ROOF-FLASHING	1998	20	<0>	2018	\$15,000.00	
								\$15,000.00
614 CAMPI SHELTER								
2.3.3.3	614-1005	ROOF-FLASHING	1989	20	<9>	2009	\$12,000.00	
								\$12,000.00
617 BELL PARK (SW ODLUM)								
2.3.3.3	617-	ROOF-FLASHING/VENTS	1995	20	<3>	2015	\$12,000.00	
								\$12,000.00
							\$5,091,800.00	\$5,091,800.00

FACILITY	DEFERRED/BACKLOG	RENEWAL/ REJUVENATION	FUNCTIONALITY / NEW	CRV
MERKLE CABIN	\$50,600	\$220,000		\$720,000
MEGINNIS HOUSE	\$56,600			\$920,000
HOGAN BARN	\$68,400			\$1,500,000
SCHRAGE HOUSE	\$40,500		\$198,000	\$1,500,000
BARN				\$750,000
NATURE CENTER	\$17,300	\$750,000	\$300,000	\$3,520,000
SMOKE HOUSE				\$20,000
SUMMER KITCHEN				\$40,000
SCOUT CABIN				\$65,000
EQUIPMENT BARN				\$75,000
SV MAINTENANCE BUILDING	\$47,000	\$40,000	\$225,000	\$1,240,000
OUT HOUSE				\$5,000
PIG SHED				\$20,000
CHICKEN COOP				\$20,000
MILK HOUSE				\$30,000
SHELTER-SCHRAGE				\$50,000
SHELTER-SCOUT SHED				\$50,000
MEINEKE CENTER	\$292,000	\$3,000,000	\$400,000	\$15,225,000
BOCK CENTER	\$172,700	\$665,000	\$500,000	\$3,800,000
COMMUNITY REC. CENTER	\$1,426,500	\$1,060,000	\$6,000,000	\$67,300,000
CAMPANELLI GARAGE				\$500,000
SPORT CENTER	\$15,000	\$750,000	\$650,000	\$42,400,000
COLONY LAKE GARAGE				\$40,000
DOOLEY SHED				\$20,000
VOLKENING BOAT HS.				\$50,000
TIMBERCREST GAR/CON				\$70,000
ATCHER CONCESSION				\$170,000
ZOCHER SHELTER				\$20,000
SENIOR SHELTER				\$15,000
SENIOR SHELTER				\$15,000
SHEPHARD CENTER	\$650,000	\$1,500,000	\$950,000	\$3,200,000
CRC SENIOR SHEL.(LRG)				\$15,000
CRC SENIOR SHEL.(SM-E)				\$30,000
CRC SENIOR SHEL.(SM-W)				\$30,000
SAFETY PARK				\$1,000,000
SCH. TENNIS PLUS	\$119,300	\$300,000	\$800,000	\$40,800,000
ATCHER POOL			\$1,729,000	\$9,000,000
WALNUT GRN. CLUBHOUSE				\$500,000
WALNUT GRN. PUMP HS.				\$20,000
SGC-CLUBHOUSE	\$891,000	\$4,500,000	\$1,500,000	\$19,600,000
SGC-MAINTENANCE	\$535,000	\$2,500,000	\$1,500,000	\$4,480,000
SGC-PUMP				\$275,000
STARTERS SHED				\$3,000
STARTERS SHED				\$3,000
HALFWAY HOUSE	\$75,000	\$250,000		\$200,000
COURSE SHELTER				\$20,000
COURSE SHELTER				\$20,000
COURSE SHELTER				\$20,000
COURSE SHELTER				\$20,000
TEACHING SHED				\$15,000
REST STATION-T3				\$60,000
REST STATION-B13				\$60,000
REST STATION-B16				\$60,000
REST STATION-P21				\$60,000
ADMINISTRATION BLDG.	\$43,600	\$400,000	\$180,000	\$6,700,000
MAINT. GARAGE - 610	\$60,000	\$65,000		\$3,500,000
POLK BRACH	\$25,100			\$400,000
MAINT. GARAGE - 601		\$195,000	\$85,000	\$21,600,000
VETERANS	\$15,100			\$400,000
OLYMPIC I	\$15,600			\$2,400,000
COPLEY SHELTER				\$25,000
VOLKENING SHELTER				\$50,000
BRIAR POINTE SHELTER				\$40,000
PARKE ST. CLAIRE SHELTER				\$40,000

FACILITY	DEFERRED/BACKLOG	RENEWAL/ REJUVENATION	FUNCTIONALITY / NEW	CRV
STADIUM				\$42,000,000
OLUM NW SHELTER				\$40,000
CAMPANELLI SHELTER				\$40,000
GRAY FARM SHELTER				\$50,000
TIMBERCREST SHELTER				\$50,000
OLDUM SW QUAD				\$40,000
GOLF & KNOLLWOOD				\$50,000
MEINEKE SHELTER				\$50,000
OLYMPIC II	\$24,000		\$180,000	\$800,000
BRANDENBURG				\$50,000
VIP SHELTER				\$40,000
VIP GAZEBO				\$40,000
BOCK SHELTER				\$40,000
OLYMPIC STORAGE SHED				\$15,000
BUILDING TOTAL	\$4,640,300	\$16,195,000	\$15,197,000	\$298,101,000

FACILITY	NO.	SCHEDULED FOR RENOVATION	FUNCTIONALITY / NEW	FUNCTIONALITY/ RENO/ RETROFIT	PROJECTS	COST (ESTIMATE)
MERKLE CABIN	201	2027/28		X	Boardwalk upgrade/ Ceiling upgrade/ Repair replace chinking/ Upgrade wood floors	\$780,000.00
MEGINNIS HOUSE	202	2027/28		X	Tie Sanitary lines/ New windows/ Upgrade eaves and downspouts/ Paint upgrade/ overall resotation	\$250,000.00
HOGAN BARN	203	2026		X	Beadboard replacement/ Upgrade downspout/ structural reinforcement/ upgrade of exterior walls	\$450,000.00
SCHRAGE HOUSE	204	2025 2027/28	X	X	2025 - Add new classrooms/ upgrade ADA/ new HVAC/ Kitchen / Geo thermal/ Solar Panels/ Overall Renovation 2027/28 - Upper floor renovation - add staff office	\$4,200,000.00 \$150,000.00
NATURE CENTER	206	2025/26	X	X	Phase I - Main entrance improvements/ Update storage/ update HVAC/ Add new offices/ Upgrade classrooms/ Update Library	\$2,500,000.00
SV MAINTENANCE BUILDING	211	2027/28		X	Update bathrooms/ showers/ offices/ Addition to shop bays	\$550,000.00
MEINEKE CENTER	301	2024	X	X	2024 -Pool renovation / 2025/ 26 - Update roof and HVAC/ Exterior facade/ locker room upgrade/ guardroom upgrade	\$3,500,000.00 \$3,800,000.00
BOCK CENTER	302	TBD		X	Update locker rooms/ roof upgrade	\$850,000.00
COMMUNITY REC. CENTER	303	TBD	X	X	Add/ extend out to accomodate new pool/ Upgrade or add new locker rooms/ South lobby improvements/ Renovate stage area	\$12,000,000.00
CO SPORT CENTER	305	2023	X	X	Metal roof upgrade/ Wood floor upgrade/ Lobby improvements	\$3,000,000.00
VOLKENING	308	TBD	X		Kayak storage/ Shelter upgrade/ Add washrooms	\$1,200,000.00
SHEPHARD CENTER	315	2024		X	Lobby improvements/ Roof and HVAC upgrade/ Classroom improvements/ Office improvements/ Window upgrade	\$1,450,000.00
SCH. TENNIS PLUS	320	2022		X	Roof and HVAC upgrade/ New Suana -Men&Women/ Floor finishes upgrade/ Lighting improvements	\$3,200,000.00
ATCHER POOL	404	TBD		X	Upgrade playfeature floors/ Slide improvements/ Pool equipment upgrade	\$800,000.00
SGC-CLUBHOUSE	503	TBD		X	Roof and HVAC upgrade/ Baquet hall carpet upgrade/Upgrade washrooms/ Upgrade kitchen/ New Starter shed/ New Ranger shed	\$5,200,000.00
SGC-MAINTENANCE	504	TBD		X	Update locker rooms/ Bathroom improvements/ Upgrade bathrooms	\$820,000.00
HALFWAY HOUSE	508	TBD		X	Washroom upgrade/ Concession upgrade	\$450,000.00
ADMINISTRATION BLDG.	601	TBD		X	HVAC upgrade	\$350,000.00
MAINT. GARAGE - 610	610	2024		X	Bathroom and locker room upgrade	\$400,000.00
MAINT. GARAGE - 601	601	2024		X	Bathroom kitchen area and locker room upgrade	\$250,000.00
OLYMPIC I & II	620	2023		X	Bathroom Renovation	\$700,000.00

SECTION 10.0 – PARKS

10.1 RESPONSIBILITIES / ACCOUNTABILITY

The Parks Maintenance/Planning and Fleet Maintenance Department has 29 full-time employees and hires 12-15 seasonal employees. Parks Department maintains grounds at all outdoor parks at 100 park sites including Spring Valley (not including Schaumburg Golf Club).

I. ADMINISTRATION

- A. SAA liaison for district
- B. Park permits for athletic fields, picnic shelters and special events
- C. Work order requests
- D. Safety Committee member
- E. Develop Park budget / capital project budget
- F. Adopt-A-Park coordinator
- G. Hire and train Park Supervisors and staff
- H. Coordinate special events set-up for internal and external customers
- I. Olympic Park coordination with recreation staff and larger event set-ups
- J. Respond to resident calls and requests
- K. Garden plot administration
- L. Monthly light billing and lighting control coordination of PIN users
- M. Coordinate disposal and sale of surplus equipment and vehicles
- N. Attend conferences to keep up with current trends in park development and maintenance
- O. Joint Advisory Committee member
- P. CDL and IDOT coordinator
- Q. Coordinate permits and plans for large scale capital projects with engineers, MWRD and Army Corp.
- R. Write and review bid specifications for capital projects and equipment
- S. Prescribe burn permits for natural areas
- T. Tucknott Park naming committee member
- U. Bikeway committee member with Village of Schaumburg
- V. PDRMA – Park District Risk Management member

II. PARK MAINTENANCE

- A. Athletic field maintenance
- B. Baseball/softball field maintenance
- C. Inspect and repairs to synthetic turf fields
- D. Soccer goal inspections
- E. Contracted mowing inspections
- F. Pruning to shrubs and trees
- G. Sign bed and landscape bed maintenance
- H. Mowing, trimming of parks and centers
- I. Garbage pickup and removal
- J. Snow removal and deicing of centers and walks
- K. Pond inspections/ice inspections
- L. Setup for major special events with other departments
- M. Track daily work through the work order software
- N. Maintain and program all irrigation systems

III. HORTICULTURE/LANDSCAPING/CONSTRUCTION

- A. Maintain all tree/shrubs and landscape beds
- B. Maintain all native areas
- C. Inspect and program all irrigation systems
- D. Inspect and maintain fencing/tennis courts/basketball/and hard surface courts
- E. Inspect and maintain all outside signage
- F. Inspect and maintain playground equipment
- G. Apply herbicides and fertilization to turf
- H. Tree inventory
- I. Coordinate prescribed burns for native areas including permits with state and local fire department

IV. PLANNING DEPARTMENT

- A. Develop plans and specifications for all capital parks projects
- B. Inspect and perform project management for all contracted construction project
- C. Prepare contracts and keep records for all capital projects
- D. Prepare 3-year capital budget requests
- E. Keep records for all payout and certified payroll for capital projects
- F. Hold and attend public meeting and open house for capital improvement projects
- G. Prepare bids for season maintenance for contracted mowing, goose control, aquatic weed and algae control
- H. Coordinate all permits for projects with state and local jurisdictions
- I. ADA updates for all new and renovation park projects
- J. Grant coordination specific to parks property
- K. Submit for reimbursement for ADA projects to NWSRA

V. FLEET MAINTENANCE

- A. Maintain park district fleet (cars, trucks, vans and buses)
- B. Maintain park district equipment (tractors, mowers and small equipment)
- C. Maintain fleet fuel island
- D. Maintain fleet records
- E. Annual lift inspections
- F. Annually and monthly fuel island inspections for 601 and Schaumburg Golf Course – report per State Fire Marshal
- G. Assist with budgeting for replacement vehicles and equipment
- H. Safety lane inspections
- I. Surplus vehicles and equipment and sell on approved website
- J. Annual renewal of Unified Carrier Registration (UCR)
- K. Quarterly IFTA report for coach bus
- L. Biannual update US DOT # with FMCSA
- M. Attend seminars to keep up with current trends in fleet maintenance
- N. Assist with surplus equipment auctions
- O. Interoffice mail/delivery

10.2 ORGANIZATION AND PERSONNEL

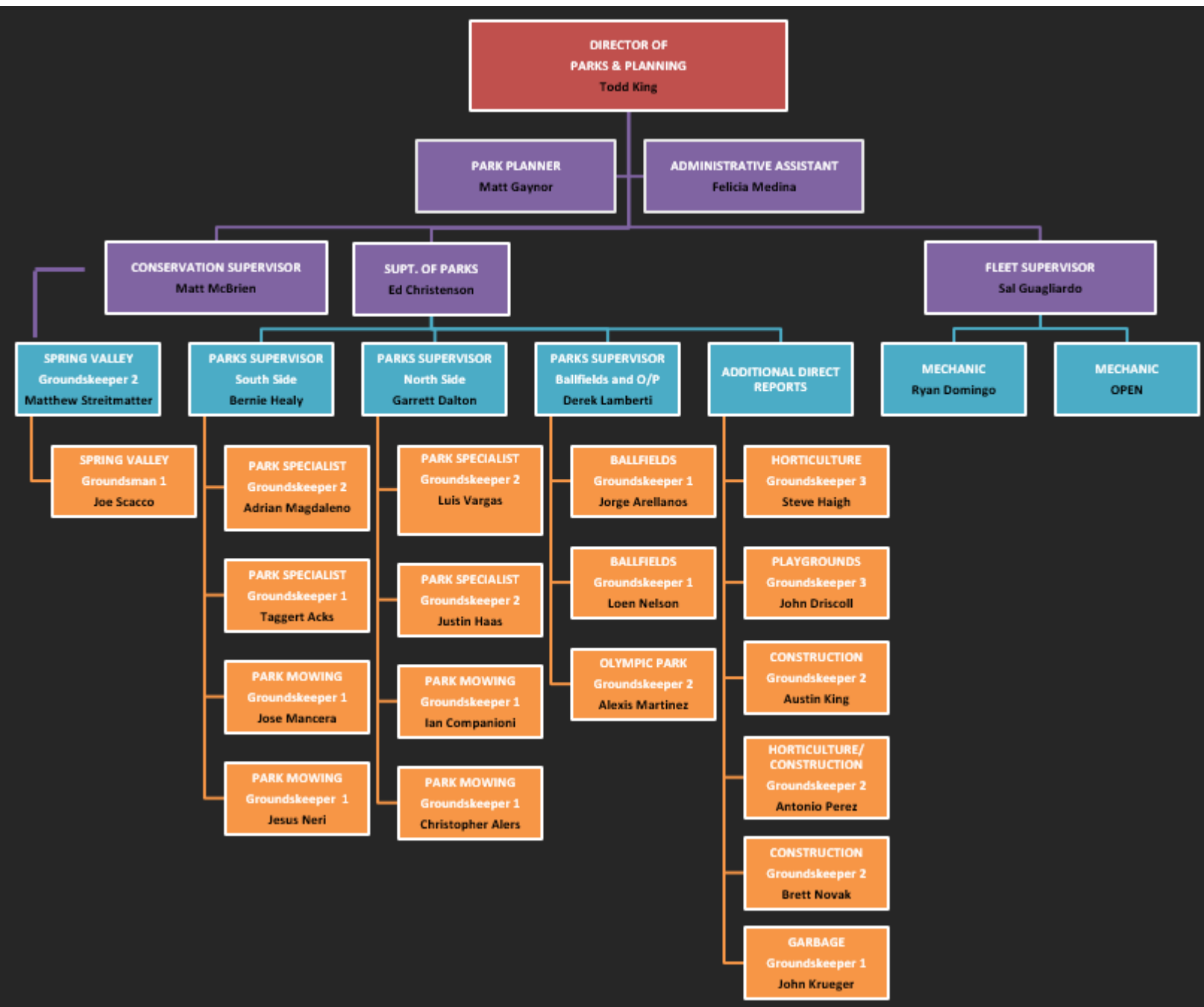
I. PERSONNEL – FULL-TIME

- A. Director of Parks, Planning & Fleet Maintenance (1)
- B. Park Planner (1)
- C. Superintendent of Parks (1)
- D. Northside Supervisor (1)
 - 1. Mowing Crew (2)
 - 2. Groundskeeper 1 (2)
 - 3. Groundskeeper 2 (2)
 - 4. Seasonal Staff (4-5)
- E. Southside Supervisor (1)
 - 1. Mowing Crew (2)
 - 2. Groundskeeper 1 (2)
 - 3. Groundskeeper 2 (2)
 - 4. Seasonal Staff (4-5)
- F. Olympic Park/ Ballfield Park Supervisor
 - 1. Olympic Park Manager (1)
 - 2. Groundskeeper (2)
 - 3. Seasonal Staff (4)
- G. Construction Groundskeeper (2)
- H. Horticulture Groundskeeper (2)
 - 1. Playground Inspector Groundskeeper (3)
- I. Conservation Supervisor (1)
 - 1. Groundskeeper 1 (1)
 - 2. Groundskeeper 2 (1)
 - 3. Part Time Staff (2)
 - 4. Volunteers (10-12)
- J. Fleet Supervisor (1)
- K. Mechanic (2)
- L. Parks Department Administrative Assistant (1)

II. PERSONNEL – PART-TIME/SEASONAL

- A. Shop Clerk (1) (mail run)
- B. Seasonal Groundskeeper (14-16)

III. PARKS ORGANIZATIONAL CHART



10.3 SWOT ANALYSIS

I. STRENGTHS

- A. Adequate budget allocation to maintain parks, facilities, and fleet operations
- B. Superintendent of Parks provides direct supervision and promotes consistent daily communication with staff
- C. Addition of a Ballfield Supervisor dedicated to baseball/softball fields and Olympic Park, allowing other supervisors to focus on broader park operations while ensuring consistent maintenance of athletic fields
- D. Expansion of staff expertise with the inclusion of personnel specializing in native plant management, resulting in improved control of invasive species and enhanced stewardship of natural areas
- E. Strong working relationships with internal partners, including the Facilities and Recreation Departments
- F. Implementation of the work order software to streamline and coordinate park-related work order requests
- G. Collaborative relationships with the Schaumburg Athletic Association, Village of Schaumburg, and School Districts 54 and 211, supported through regular monthly meetings
- H. Olympic Park assets, including synthetic turf fields, centralized location, and proximity to a parking garage, restaurants, and hotels, enhance the district's ability to host large-scale tournaments and events

II. WEAKNESS

- A. The district's large geographic area creates high demand for services and support for special events
- B. Numerous park sites function as part of a drainage system, many of which are impacted by invasive plants (e.g., cattails) that reduce drainage effectiveness
- C. Seasonal overuse of specific parks results in operational challenges, including: Atcher Park during soccer season, Veterans Park during football season, and Olympic Park from March–November, leading to parking congestion, noise concerns, and impacts on adjacent properties
- D. Increased demand for park usage from emerging user groups, including cricket and lacrosse
- E. Ongoing challenges in recruiting seasonal staff
- F. Rising costs associated with hiring seasonal staff due to mandated minimum wage increases

III. OPPORTUNITIES

- A. Utilize public meetings to gather residents and staff input for planned park renovations
- B. Strengthen coordination of park field permits with the Schaumburg Athletic Association to optimize field use and align maintenance schedules
- C. Expand and enhance native plant areas within existing parks to improve landscape quality and long-term sustainability
- D. Establish a structured staff development program with defined pathways for crew leaders, supervisors, and future managers to address succession planning, retirements, and career growth

- E. Incorporate environmentally sustainable products and practices, complementing the district's efforts to expand native plant areas
- F. Pursue State and Federal grant opportunities, including OSLAD, LWCF, PARKS, and similar programs, to support capital improvements and resource development

IV. THREATS

- A. Declining participation in organized sports among both adults and youth
- B. Unauthorized use of fields by baseball, cricket, and soccer groups
- C. Increasingly unstable weather patterns, including heavy rains and prolonged periods of heat and drought, create challenges for scheduling and hosting outdoor events

10.4 TRENDS

Parks are essential community assets that enhance health, well-being, and quality of life. The following trends highlight key factors shaping the future of Schaumburg's Park system:

- I. Environmental Resilience
 - A. Increasing storm intensity and flooding make parks vital for stormwater retention and flood protection.
 - B. Future projects, if possible, should expand detention capacity, add green infrastructure (bioswales, native plantings, permeable surfaces), and modernize aging systems.
 - C. Sustainability practices – such as solar lighting, electric maintenance equipment, and pollinator habitats – support carbon-conscious operations.
- II. Recreation and Physical Activity
 - A. Individualized and self-paced activities (walking, running, biking) continue to dominate national participation trends.
 - B. Trail expansion offers key opportunities for connectivity, active transportation, and year-round recreation.
 - C. Micro-mobility devices (e-bikes, scooters, adaptive cycles) require trail designs that balance safety and shared use. Also finding a way to regulate in places where they are not allowed.
- III. Health and Wellness
 - A. Parks increasingly serve as preventive health infrastructure, with programs such as "Park Rx" encouraging time outdoors.
 - B. Incorporating outdoor fitness equipment, quiet zones, and sensory gardens promotes mental and physical wellness.
 - C. Year-round activation – such as winter trails and outdoor programming – supports consistent community engagement.
- IV. Equity and Inclusion
 - A. Modern park design emphasizes universal accessibility and inclusive play that go beyond ADA standards.
 - B. Community-driven planning and equity mapping help identify underserved areas and ensure fair resource distribution.
 - C. Parks should reflect local culture and identity through public art, cultural programming, and diverse design elements.
- V. Technology and Smart Parks

- A. Smart systems – including automated irrigation, lighting sensors, and data-driven maintenance – enhance operational efficiency.
 - B. Video surveillance and smart lighting improve safety and security.
 - C. Mobile engagement tools (apps, QR codes, augmented reality) enrich education and visitor experiences.
- VI. Community Use and Placemaking
 - A. Parks are evolving into multi-use community hubs for events, markets, recreation, and learning.
 - B. Flexible and intergenerational spaces encourage participation across age groups.
 - C. Art, culture, and nature-based learning strengthen community pride and connection.

10.5 COMPARISON OF PARKS TO OPEN SPACE STANDARDS

I. MINI-PARKS

Mini-parks are specialized facilities designed to serve a concentrated or limited population, often targeting specific groups such as young children or senior citizens. They typically fall within a service radius of less than ¼ mile, are one acre or less in size, and are generally located within neighborhoods in close proximity to apartment complexes, townhouse developments, or senior housing. According to National Recreation and Park Association (NRPA) standards, communities should provide 0.25 to 0.5 acres of mini-park space per 1,000 residents. Mini-parks may also be incorporated into or combined with neighborhood and community parks to enhance accessibility and service coverage.

Schaumburg Park District has:

1.08 acres per 1,000
1 acre per 926 population

Briar Pointe Wetlands (0 acres)
Campanelli 21-B Park (2.51 acres)
Campanelli 21-C Park (3.54 acres)
Kingsport East – South Park (3.86 acres)
Kingsport East Detention (2.93 acres)
Kingsport Terrace Park (3.89 acres)
Levitt & Bode Park (7.18 acres)
Levitt & Braintree Park (1.59 acres)
Levitt & Bristol Park (1.47 acres)
Levitt & High School Park (6.34 acres)
Levitt & N. Parker Park (0.72 acres)
Levitt & S. Parker Park (1.78 acres)
Lexington Detention (1.89 acres)
Lexington Greenbelt Park (1.50 acres)
Liberty Park (1.92 acres)
Nantucket Park (0.94 acres)
Paul Revere Park (0.86 acres)
Pochet Park (3.46 acres)

Primrose & Bode Park (1.40 acres)
 Sarahs Grove Pond (1.89 acres)
 Sarahs Grove Woods (2.23 acres)
 Sheffield Park (2.96 acres)
 Sheffield Ridge Park (5.51 acres)
 Summit Detention (1.00 acres)
 Terada Park (15.89 acres)
 Veterans Park (1.94 acres)
 Wise Detention (1.91 acres)

TOTAL 82.08 ACRES OF MINI PARKS

II. NEIGHBORHOOD PARKS / PLAYGROUNDS

Neighborhood park/playgrounds are areas for intense recreational activities, such as field games, court games, crafts, playground apparatus area, skating, picnicking, wading pools, etc.; serve ¼ to ½ mile radius area with a population up to 5,000 (a neighborhood); 15 plus/minus (+/-) acres; suited for intense development; easily accessible to neighborhood population (geographically centered). Neighborhood park playgrounds may be developed as a school-park facility. The NRPA standard is 1.0 to 2.0 acres per 1,000 population.

Schaumburg Park District has:

4.67 acres per 1,000

1 acre per 214 population

Abrahamsen Park (6.14 acres)	Hanover Site (7.20 acres)
Apollo Park (7.61 acres)	Hilltop Park (2.38 acres)
Applegate Park (2.35 acres)	Jaycee Park (8.67 acres)
Belle Park (11.75 acres)	Johnson Park (5.84 acres)
Brandenburg Park (10.04 acres)	Kessell Park (5.17 acres)
Briar Pointe Park (4.28 acres)	Kingsport East-North Park (5.68 ac.)
Bunker Hill Park (1.41 acres)	Kingsport Lake Park (2.55 acres)
Campanelli School (0 acres)	Knollwood Park (4.68 acres)
Churchill School (0 acres)	Lancer Creek Park (19.71 acres)
Colony Lake (9.65 acres)	Linden Park (7.50 acres)
Colony Lake Park (2.48 acres)	McLemore Park (8.00 acres)
Connelly Park (16.15 acres)	Mraz Park (6.35 acres)
Cove Park (4.68 acres)	Olde Nantucket Park (0.32 acres)
Derda Park (7.05 acres)	Olde Salem Park (3.88 acres)
Doherty Park (6.91 acres)	Pembroke Park (5.4 acres)
Dooley Park (8.00 acres)	Prairie Park (24.45 acres)
Duxbury Park (4.39 acres)	Roberts Park (5.92 acres)
Eagle Park (7.00 acres)	Russ Parker Park (7.00 acres)
Einstein Park (1.80 acres)	Salk Park (3.28 acres)
Elaine Bond Park (1.25 acres)	Sarahs Grove Detention (0.43 acres)
Falk Park (6.00 acres)	Savannah Trace Detention (2.95 acres)
Freedom Park (11.44 acres)	Savannah Trace Park (2.62 acres)
Frost School (0 acres)	Slingerland Park (2.80 acres)
Golf & Knollwood Park (9.56 acres)	Sunset Park (1.97 acres)

Tucknott Conserv. Area (45.89 acres)
Village in the Park (12.10 acres)

Zocher Park (7.05 acres)

TOTAL 350.18 ACRES OF NEIGHBORHOOD PARKS/PLAYGROUNDS

III. COMMUNITY PARKS

Community parks are areas of diverse environmental quality; may include areas suited for intense recreational facilities, such as athletic complexes or large swimming pools; may be an area of natural quality for outdoor recreation, such as walking, viewing, sitting, or picnicking; or may be any combination of the above, depending upon the site. Community parks serve a one-to-two-mile radius including several neighborhoods and are easily accessible to area served. These parks are 25 plus/minus (+/-) acres and may include natural features – such as water bodies and areas suited for intense development. The NRPA standard is 5.0 to 8.0 acres of community park land per 1,000 population.

Schaumburg Park District has:

9.76 acres per 1,000

1 acre per 102 population

Atcher Park (12.26 acres)

Baseball Stadium/Stadium Parking (10.00 acres/10.55 acres)

Bock Recreation Center (6.95 acres)

Campanelli Park (29.84 acres)

Community Recreation Center (16.71 acres)

Gray Farm Conservation Area (68.28 acres)

Hoover Park (19.90 acres)

Kay Wojcik Conservation Area at Oak Hollow (17.47 acres)

K-9 Dog Park (5.00 acres)

Meineke Recreation Center (15.62 acres)

Olympic Park (73.00 acres)

Polk Brach Park (10.12 acres)

Ruth Macintyre Conservation Area (32.79 acres)

Schaumburg Golf Club (200.00 acres)

Schaumburg Tennis Plus (4.00 acres)

Sport Center (6.50 acres)

Spring Valley Nature Center (138.22 acres)

Timbercrest Park (8.00 acres)

Veterans Park (20.00 acres)

Volkering Lake Park (16.19 acres)

Walnut Greens Disc Golf Course (25.10 acres)

TOTAL 746.5 ACRES OF COMMUNITY PARKS

IV. TOTAL AMOUNT OF DEVELOPED OPEN SPACE

The NRPA standard states that a leisure agency should have a total of 6.25 to 10.5 acres of developed open space per 1,000 population.

Schaumburg Park District has:

14.24 acres per 1,000

TOTAL 1157 ACRES OF PARK ACREAGE

V. BASKETBALL

Courts shall be for youth, high school and collegiate basketball with one unit per 5,000 population. These courts shall have safe walking or bike access and a ¼ to ½ mile radius service area. Basketball courts may be found in schools, recreation centers or church facilities open to the public. Outdoor courts are often in neighborhood and community parks, plus active recreation areas in other park settings.

Schaumburg Park District has:
2.7 courts per 5,000

Abrahamsen Park	1
Apollo Park	1
Atcher Park	1
Belle Park	1
Bock Recreation Center	1
Brandenburg Park	1
Briar Pointe Park	1
Campanelli School	1
Churchill School	1
Community Recreation Center	1 indoor
Doherty Park	1
Dooley Park	1
Eagle Park	1
Einstein Park	1
Elaine Bond Park	1
Falk Park	1
Golf & Knollwood Park	1
Gray Farm Conservation Area	1
Hilltop Park	1
Hoover Park	2
Kingsport East – North Park	1
Kingsport Lake Park	1
Linden Park	1
Meineke Recreation Center	1/1 indoor/outdoor
Mraz Park	1
Olde Salem Park	1
Olympic Park	2
Pembroke Park	1
Roberts Park	1
Salk Park	1
Schaumburg Tennis Plus	1 indoor
Sport Center	4 indoor
Sunset Park	1
Timbercrest Park	1

Indoor Courts 7 / Outdoor Courts 33
TOTAL 40 BASKETBALL COURTS

VI. OUTDOOR TENNIS

One court per 2,000 population – ¼ to ½ mile. Best in combinations of two to four batteries. Located in neighborhood, community park or adjacent to school site.

1.24 courts per 2,000

Abrahamsen Park	2
Atcher Park	2
Belle Park	2
Bock Recreation Center	2
Brandenburg Park	2
Briar Pointe Park	1
Connelly Park	2
Eagle Park	2
Einstein Park	1
Elaine Bond Park	1
Golf & Knollwood Park	2
Hoover Park	2
Kingsport East – North Park	2
Meineke Recreation Center	2
Pembroke Park	2
Roberts Park	2
Russ Parker Park	2
Schaumburg High School	12
Sunset Park	2
Timbercrest Park	3
Zocher Park	2

TOTAL 50 TENNIS COURTS

VII. BASEBALL – OFFICIAL SIZE

Official size, 70'-90' bases. One field per 10,000 population; one lighted field per 30,000 population or more.

2.1 fields per 10,000

Brandenburg Park	2
Campanelli Park	3
Dooley Park	2
Falk Park	1 lighted
Hoover Park	1
Polk Brach Park	2 lighted
Zocher Park	1 lighted
Olympic Park	5 lighted

TOTAL 18 BASEBALL FIELDS

VIII. FIELD ACTIVITIES

One per 20,000 population; 15-30 minutes travel time. Usually part of baseball, football and soccer complex in a community park or adjacent to high school.

10.8 per 20,000

Apollo Park	1 multi use
Atcher Park	6 multi use
Belle Park	1 multi use
Briar Pointe	1 multi use
Campanelli Park	1 multi use
Connelly Park	2 multi use
Cove Park	1 multi use
Dooley Park	1 multi use
Duxbury Park	1 multi use
Eagle Park	1 multi use
Gray Farm Conservation Area	1 multi use
Hoover Park	2 multi use
Johnson Park	1 multi use
Knollwood Park	1 multi use
Linden Park	1 multi use
Meineke Recreation Center	2 multi use
Olympic Park	9 multi use synthetic
Pembroke Park	1 multi use
Polk Brach Park	2 multi use
Russ Parker Park	1 multi use
Savannah Trace Detention	1 multi use
Veterans Park	2 multi use
Zocher Park	1 multi use
TOTAL 41 MULTI USE FIELDS	

IX. SOFTBALL/YOUTH BASEBALL

One per 3,000 population (if also used for youth baseball) – ¼ to ½ mile. Slight difference in dimensions for 16" slow pitch. May also be used for youth baseball.

1.8 per 3,000

Abrahamsen Park	1 fields
Apollo Park	2 fields
Belle Park	1
Bock Recreation Center	2
Briar Pointe Park	1
Campanelli Park	5
Doherty Park	1
Dooley Park	2
Eagle Park	1
Falk Park	2
Frost School	1
Golf & Knollwood Park	1
Gray Farm Conservation Area	1
Hoover Park	2
Jaycee Park	1
Kingsport East – North Park	1
Linden Park	1
Meineke Recreation Center	1
Mraz Park	1
Olde Salem Park	1
Olympic Park	5
Roberts Park	1
Russ Parker Park	1
Salk Park	1
Sunset Park	1
Timbercrest Park	2
Veterans Park	2
Zocher Park	2

TOTAL 45 SOFTBALL/YOUTH BASEBALL FIELDS

X. BIKE/PEDESTRIAN TRAILS

One trail system per district.

Village of Schaumburg and Park District combine for 105 miles of bike/pedestrian trails.

XI. GOLF

Par 3, 18-hole, 9 hole – one per 25,000 population; 18-hole standard – one per 50,000 population; ½ to one hour travel time. Course may be located in community or park district but should not be over 20 miles from population center.

Schaumburg Golf Club – 27 holes

XII. AQUATIC FACILITIES

One per 20,000 population (facility should accommodate three to five percent of total population at a time). Fifteen to 30 minutes travel time. Facility for general community use should be planned for teaching, competitive and recreational purposes. Located in community park or school site.

1.3 per 20,000

Atcher Park – outdoor pool

Bock Recreation Center – outdoor pool

Community Recreation Center – indoor pool

Meineke Recreation Center – outdoor pool, 50 meters with diving well

Schaumburg Tennis Plus – indoor pool

XIII. OTHER FACILITIES

These are specialized facilities offered within the Schaumburg Park District:

Community Recreation Center - senior center

K-9 Dog Park

Olympic Park - skate park, community gardens, pickleball courts

Schaumburg Tennis Plus - tennis/racket facility

Sport Center - multi-use community center

Spring Valley Nature Center and Farm

Timbercrest Park - outdoor hockey rink (ice or roller), pickleball courts

Volkening Lake - paddleboat rental, ice skating and warming shelter, outdoor fitness area

Walnut Greens – Disc golf

Eagle Park – Free game multipurpose court

Hoover Park – Free game multipurpose court

Meineke Park – Challenge course

Bison's Bluff – Nature playground

Pickleball on tennis courts at:

Abrahamsen

Atcher

Belle

Bock

Brandenburg

Briar Pointe

Eagle

Golf & Knollwood

Hoover

Meineke

Pembroke

Russ Parker

Roberts

Sunset

Timbercrest

10.6 PARK/FACILITY MAINTENANCE STANDARDS

Park standards of maintenance establish the image of the Park District.

Levels of care: each park has its unique character and special uses within the park. Many parks have multiple uses and require different levels of care.

I. LEVEL 1

These parks are high use, high visibility areas that require the highest level of maintenance. Plant beds are weeded weekly, landscape beds mulched each season, seasonal plants are added, bulbs in the spring and annual flowers in the summer. Grass is mowed on a weekly basis and turf is fertilized a minimum of two times per year and weeds are sprayed in spring along with a fall application of weed and feed fertilization. Shrubs are pruned semi-annually and as needed throughout the year. Snow and ice are removed as a priority at these locations:

Olympic Park	Sport Center
Community Recreation Center	Pat Shephard Center
Meineke	Veterans
Administration	Polk Brach
Schaumburg Tennis Plus	Atcher
Bock	Timbercrest
K-9 dog park	Volkening Lake (outdoor fitness area)
Spring Valley Bison's Bluff	

II. LEVEL 2

These parks are high use athletic fields and parks with playgrounds, picnic shelters and pathways. These parks are mowed on a 7–10-day rotation, fertilized semi-annually and spot spraying of weeds as needed. Trees are trimmed semi-annually.

Abrahamsen	Cove
Apollo	Doherty
Brandenburg	Dooley
Briar Pointe	Eagle
Bunker Hill	Einstein
Campanelli	Elaine Bond
Colony Lake Park	Falk
Connelly	Freedom
Golf & Knollwood	Olde Nantucket
Gray Farm	Mraz
Hilltop	Pembroke
Hoover	Linden
Jaycee	Belle
Johnson	Kessell
Olde Salem	Kingsport East (north)
Kingsport Lake	Parker
Paul Revere	Zocher
McLemore	Roberts

Salk
Savannah Trace
Sunset

Sarah's Grove Detention
Slingerland
Village in the Park

III. LEVEL 3

These parks are mowed on a 7–10-day cycle or have native areas that are managed with cutting and weeding a minimum of 1 time per year. Weeds are treated as needed and trees are trimmed as needed.

Applegate
Derda
Duxbury
Lancer Creek
Macintyre
Oak Hollow

Kingsport Terrace Park
Polk Brach Floodway
Terada
Knollwood
Savannah Trace Detention
Sheffield Ridge

IV. LEVEL 4

These parks are mostly used as detention areas and are mowed on a 7–10-day cycle depending on the weather. These parks are not fertilized only on an as needed basis to control invasive weeds. Trees are trimmed as needed.

Campanelli 21 B
Campanelli 21 C
Hanover Site
Kingsport Terrace Detention
Kingsport East South
Kingsport East Detention
Levitt North
Levitt South
Levitt High School
Levitt Bode & Braintree
Levitt Bristol Lane
Levitt Braintree & Parker

Lexington Greenbelt
Lexington Detention
Liberty
Outlot 10
Pochet
Prairie Well
Primrose & Bode
Sarah's Grove Woods
Sarah's Grove Pond
Sheffield
Summit Detention
Wise Road Detention

10.7 PLAYGROUND INVENTORY / ANALYSIS

Playgrounds are an important part of the play environment. Based on the 2025 Community Interest and Opinion survey, 41.4% of respondents report playground equipment at parks met their household needs 100%. 38.6% of respondents report playground equipment met their household needs 75%. Currently the playgrounds are inspected by a certified playground safety inspector on a 7–10-day rotation. The inspector is equipped with a truck that has commonly used parts so staff can make minor repairs immediately. The inspector will check all equipment including the safety surfacing and make inspections on a tablet using City Reporter software. This software stores all reports in the cloud with date and time stamps. If larger repairs need to be made, the inspector will note that on the inspection and the supervisor will then order the parts and schedule the installation with the construction crew.

Each year during the Capital Budget process, the Planning Division reviews the list of existing playgrounds and evaluates each playground to determine the list of playgrounds for major renovation. The list and dates for renovation are then adjusted based on the evaluations. Major playground renovations take place approximately every 15-18 years. Major renovations include replacing all playground equipment, subsurface drainage, all safety surfacing, updating of concrete curbing, concrete sidewalks and asphalt pathways. All ADA items that have been identified in the ADA transition plan are addressed as well.

Prior to renovations of playgrounds, the Planning Division holds an open house to get resident input on the project. The public attendees are encouraged to give written comments on the project; staff then review these comments and incorporate these suggestions into the project when appropriate. The Planning Division also presents all renovation plans to the Joint Advisory Committee, which is made up of residents and Board members, prior to going out for sealed public bid.

Location	Park No.	Schedule for Renovation	Year Last Renovated	Notes	Equipment
Apollo Park (Collins School)	1	2026	2003	Total renovation	Miracle
Apollo Park Tot	1		2015	Replaced due to fire: main unit, swings 2011	Gametime
Atcher Park	2		2010	Total renovation	Landscape Structures
Bock Park	3		2013	Total renovation	Landscape Structures
Bunker Hill	4		2021	Total renovation	Miracle
Campanelli Park	5		2011	Total renovation	Landscape Structures
Campanelli School	6	2024	2024	South side playground total renovation	Miracle
Cove	9	2030	2007	Total renovation	Landscape Structures
Dooley Park	10		2020	Total renovation	Miracle
Freedom Park	12		2013	Total renovation	Little Tikes
Eagle Park	13	2025	2017	Partial renovation 2017	Landscape Structures
Einstein Park	14	2024	2024	Total renovation	Miracle, Galaxy
Elaine Bond Park	15	2029	2006	Total renovation	Playworld
Salk (Enders Salk) Park	16	2027	2006	Total renovation	Miracle
Falk (Hale School)	17		2019	Total renovation	Miracle
Gray Farm (Blackwell School)	19	2027	2004	Total renovation	Miracle
Gray Farm (Cloverdale Ct)	19	2028	2004	Total renovation	Landscape Structures
Hoover (Hoover School)	20	2025	2025	Total renovation	Miracle, Kompan
Jaycee Park	21	2025	2025	Total renovation	Little Tikes
Kingsport Lake	23	2029	2005	Total renovation	Little Tikes
Kessell Park	24		2011	Total renovation	Little Tikes
Meineke Park	26		2022	Total renovation	Landscape Structures
Mraz Park (Nerge School)	27		2015	Total renovation 1998, added rubber in 1999	Miracle
Paul Revere Park	29		2007	Total renovation	Landscape Structures
Prairie Park	31		2012	Total renovation: rocks and skate spot	Rocks & ropes
Doherty Park	35	2029	2006	Total renovation	Landscape Structures
Sunset Park	36		2019	Total renovation	Miracle
Timbercrest Park (Dirksen)	38	2030	2009	Total renovation	Miracle
Churchill Park (School)	40	by Dist 54	2011	SPD only maintains/inspects	Miracle
Johnson Park	41		2009	Total renovation	Landscape Structures
Brandenburg Park	56		2010	Total renovation	Miracle
Roberts Park	57		2010	Total renovation	Little Tikes
Colony Lake Park	59		2022	Total renovation	Little Tikes
Olde Salem Park	60		2012	Total renovation	Gametime
Hilltop Park	61		2008	Total renovation	Little Tikes
CRC Center	62		2014	Total renovation includes volleyball ct	Miracle
Pat Shephard Center	62		2021	Safety Town new installation	Landscape Structures
Slingerland Park	63		2020	Fire replace equipment only	Miracle
Abrahamsen Park	66	2028	2005	Total renovation	Landscape Structures
Kingsport East	72		2014	Total renovation	Landscape Structures
Village in the Park	74	2026	2003	New OSLAD Grant	Landscape Structures
Olde Nantucket Park	75	2026	2002	Total renovation	Landscape Structures
McLemore Park	76	2028	2005	Total renovation	Galaxy
Savannah Trace Park	80		2008	Total renovation	Miracle
Sarabs Grove Detention	86		2014	Total renovation	Miracle
Connelly (Lincoln Meadows)	87		2008	Total renovation	Landscape Structures
SE Odium (Pembroke)	91		2009	Total renovation	Little Tikes
NW Odium (Linden)	92		2015	New OSLAD Grant	Landscape Structures
SW Odium (Belle)	93		2012	Total renovation (OSLAD Grant)	Landscape Structures
Golf & Knollwood Park	94		2013	Total renovation	Gametime
Polk Brach Park	96		2007	Total renovation	Little Tikes
Olympic Park	97	2027	2004	New installation	Landscape Structures
Parker Park	99		2023	New OSLAD Grant	Landscape Structures
Briar Pointe Neighborhood Park	102		2024	New OSLAD Grant	Miracle
Village in the Park		2026	2003	New OSLAD Grant	

10.8 PARK/ATHLETIC FIELD/HARD SURFACE COURT INVENTORY / EVALUATION

I. PARKS

Based on the 2025 Community Interest and Opinion Survey, residents of Schaumburg are 84% satisfied with the number of parks. Schaumburg residents are 87% satisfied with maintenance of parks. Maintenance of parks and number of walking/biking trails were also noted on the survey as being items park officials should pay the most attention to over the next couple years. When playgrounds are renovated, the Planning Division also looks at the other areas of the park to coordinate work on surrounding pathways, basketball courts, tennis courts, fencing, drainage, lights, landscaping, seating areas and picnic shelters for updates.

II. ATHLETIC FIELDS

Athletic fields are heavily used in Schaumburg by youth and adult programs. The Schaumburg Athletic Association (SAA) works closely with Schaumburg Park District to schedule/run youth baseball, softball, soccer, lacrosse and football. SAA is an affiliate of the Park District that uses the parks to run their leagues. The Park District holds a monthly meeting with SAA and its commissioners to schedule and maintain fields for these sports. The monthly meeting is held to work out permitting, schedules and set-up for practices and games on Park District fields. The Schaumburg Park District Recreation Department runs adult leagues for softball and soccer. All set-ups and scheduling are sent through the work order software.

III. BASEBALL /SOFTBALL FIELDS

All baseball and softball skinned infields during the season (Spring – April – July; Fall - Aug. – Nov.) are groomed Monday - Friday based on schedules to have a uniform surface free of lips, holes and trip hazards. Infields are well drained with no standing water, free of grass, weeds and rocks. Infields are kept firm throughout the season to allow the fields to drain properly. Bases and home plates are properly installed, leveled and are at the distances requested by the intended user groups. In the off season, fields are graded, and soil amendments are added to keep infields usable in wet, cool spring and to cut down on dust. Mounds are adjusted and rebuilt as needed and infield lips are cut down and re-sodded as needed. Outfields are over-seeded, aerated and fertilized. Irrigation systems are adjusted to run based on weather and schedules of fields. Many of the lighted fields are shared by other user groups such as football and soccer for practice sites.

The Parks Department communicates with Recreation Department on fields daily. The District utilizes multiple channels to communicate weather-related updates to participants and staff. The Weather Line at **847-490-7870, ext. 1** is updated only during inclement weather and shall not be updated under clear conditions when games proceed as scheduled. In the event of cancellations, official notifications will be posted at www.teamsideline.com/sites/parkfun/schedules. Additionally, coaches will receive direct communication via email from the Athletics Supervisor. This

process replaces prior daily postings and ensures consistent, timely, and centralized communication of field conditions.

IV. SOCCER/FOOTBALL FIELDS

Turf grass game fields are maintained throughout the season by mowing a minimum of once per week, fertilizing, aerating and over-seeding as needed. The seasons are April-June and August-November. After the spring season, all fields are aerated, over-seeded and fertilized and bare spots cut out and sodded. Irrigation systems are set to apply approximately 1" of water per week and adjusted as needed. Practice fields are mowed every 7-10 days, aerated, over-seeded and fertilized as needed. Goals on soccer fields are inspected each month. This includes checking anchors, net hooks, cracks to welds or posts, sharp or jagged edges, missing or loose hardware and checking condition of anchor bags or stakes and making sure warning labels are clearly visible.

V. SYNTHETIC FIELDS (Olympic Park)

These fields are multi use fields used for soccer, football, lacrosse, rugby, dodgeball and a variety of other athletic uses. New infill was added to all fields between 2018-2023. The new fields are free of crumb rubber infill. The new infill is a combination of sand, olive core and Cool Play. The new infill is a bio-based infill which reduces heat on the fields. A shock pad has been installed under all turf fields to help enhance player safety by reducing impact. These fields are inspected weekly for low spots, rips or loose spots on the turf, loose material and garbage. Low spots are filled with loose rubber and tears are repaired as needed and garbage is cleaned up daily. Fields are groomed with a broom drag bi-monthly and swept with a groomer a minimum of 3 times per year. The goals on these fields were made specifically for synthetic fields with additional weight added to the back bar of the goal. This weight acts as a counterweight for the goal to meet the guidelines for Illinois outdoor goals. Goals are inspected each month; this includes checking net hooks, cracks to welds or posts, sharp or jagged edges, missing or loose hardware and clearly visible warning labels.

VI. HARD SURFACE COURT INVENTORY (Tennis/Basketball Court Inventory Sheets)

Tennis courts are inspected weekly; nets are checked and tightened as needed. Court surfacing and fencing are inspected and repairs made as needed. Tennis courts are locked in November for the winter months; nets are taken down and stored. In April, courts are reopened and nets installed for the season. This is adjusted each season based on weather conditions and forecasts; courts are then opened earlier or closed later if conditions allow. Yearly inspections are made to determine if major repairs are needed. Major repairs include seal coating, major crack repair, color coating, fence repairs or replacement; these repairs are budgeted in the capital replacement project list. In general, courts are seal coated, crack filled, and color coated every 6 to 8 years. Total renovation of courts is scheduled every 20 years; this schedule is adjusted based on the yearly inspections.

Basketball courts are inspected weekly, nets are replaced as needed. Court surfacing is inspected and repaired as needed. Yearly inspections are made

to determine if major repairs are needed. Major repairs include seal coating, major crack repairs and color coating. These repairs are budgeted in the capital replacement project list. In general, courts are seal coated, crack filled, and color coated every 6 to 8 years. Total renovation of courts is scheduled every 20 years; this schedule is adjusted based on the yearly inspections.

		Tennis Court / Basketball Court Maintenance Projects				
Location	Park No.	Tennis Court	Basketball	Last or scheduled	Year	Work Completed
				Color Coat	Paving	
Atcher	2	2	2	2023	2023	Overlay, Color Coat
Bock	3	2	1	2025	2025	Overlay, Color Coat
Eagle	13	2	N/A	2023	2010	Renovated 2010
Einstein	14	1	1	2024	2024	Removed/Installed multi-purpose Court
Elaine Bond	15	1	1	2022	2009	Color Coat
Hoover (Hoover School_	20	2	2	2025	2006	2006 Slip Sheet Tennis Courts, Color Coat
Meineke	26	2	1	2021	2010	Moved due to expansion, Color Coat
Sunset	36	2	1	2021	2008	Color Coat Tennis & Basketball
Timbercrest (Dirksen)	38	6 Pickleball 1 Tennis	1	2022	2022	2022 Pickleball 6 courts overlay, Color Coat
Timbercrest (Hockey Rink)	38		1	2020	2019	Grind Overlay, Color Coat
Zocher (Keller School)	47	2	N/A	2023	2004	Overlay, New Fence
Brandenburg	56	2	1	2023	2008	Slip Sheet, New Fence
Roberts	57	2	1	2024	2006	Color Coat
Abrahamsen	66	2	1	2022	2024	Color Coat
Kingsport East	72	2	1	2022	2005	Overlay, Color Coat, Replaced Fence
Connelly (Lincoln Meadows)	87	2	N/A	2024	2011	Color Coat, Total Renovation
SE Odum (Pembroke)	91	2	1	2024	2009	Color Coat
NW Odum (Linden)	92		1	2021	1997	Multi-purpose Court, Color Coat
SW Odum (Belle)	93	2	1	2021	2021	Color Coat Tennis & Basketball, Overlay
Golf & Knollwood	94	2	1	2023	1996	Color Coat Tennis & Basketball
Olympic	97	8 Pickleball	2	2025	2025	Color Coat Basketball, New lighted pickleball courts
Russ Parker	99	2	N/A	2018	1999	Color Coat 2007
Briar Pointe Neighborhood Park	102	1	1	2022	1999	Color Coat 2008
		Basketball Only				
Doherty				2020		
Hilltop				2025		
Kingsport Lake				2020		
Olde Salem				2021		Color Coat

10.9 VEHICLES AND EQUIPMENT

Parks Fleet Maintenance Division maintains the fleet for the Park District. The Schaumburg Golf Club takes care of their equipment, and the Parks Fleet Division will assist as needed. The fleet consists of trucks, cars, vans, buses, mowers, tractors, trailers and small equipment. The replacements are based on year, mileage and condition of each piece of equipment and the use of the equipment. The replacement schedule is adjusted each year based on this inspection and recommendations from the Superintendent of Parks and Park Supervisors.

FLEET MANAGEMENT

I. OVERVIEW

- A. This fleet management manual contains various overall agency-wide policies and procedures regarding the purchase, care, and operation of Schaumburg Park District (SPD) vehicles, rolling stock, and equipment. Specific policies and procedures are maintained by individual departments, divisions, and sites. SPD does not use depreciation as part of the equipment and vehicle management plan but utilizes an internal agency replacement schedule to determine when vehicles and equipment are purchased and replaced.
- B. There are agency systems that capture the current inventory and condition of each department's equipment, and they are utilized to assist and support managers in the planning for equipment repairs and replacement as part of the annual budget development and forecasting process. These systems include:
 - 1. Asset Management
 - 2. Emerge
 - 3. SharePoint
 - 4. Manager Plus
 - 5. Work order software
- C. The underlying goals of the system are to:
 - 1. Acquire and assign vehicles based on demonstrated need and direct service deliver to citizens
 - 2. Increase vehicle and equipment effectiveness and efficiency
 - 3. Ensure that vehicle and equipment needs are matched with available resources

II. ELIGIBILITY AND SCOPE

- A. These policies and procedures apply to all SPD staff and volunteers.

III. DEFINITIONS

- A. Vehicle: Cars, sedans, vans, trucks, and any road licensed equipment
- B. Equipment: Utility vehicles such as John Deere Gators, brush-hogs, golf carts, trams, and mini-excavators

- C. Rolling Stock: All licensed vehicles, heavy maintenance equipment, and specialized equipment such as tractors, backhoe, ditch-witch, and mowers
- D. Replacement Schedule: A date and anticipated cost for each vehicle in the fleet based on the general criteria

IV. VEHICLE LIFE

- A. Vehicles and equipment will be scheduled for replacement based on the standard life of the vehicle, mileage standards, impact of repair costs, and condition. The site supervisors and department directors are responsible for reviewing the fleet inventory each year prior to the budget development period and evaluate and recommend items accordingly. Depreciation is not used as part of the SPD plan.
- B. Supervisors are responsible for ensuring the annual maintenance evaluations of each vehicle according to the minimum standard, not the minimum useful life standard. Vehicle and equipment replacement will generally be based on the maximum standard; however, vehicles and equipment can be replaced sooner after all factors are considered.

VEHICLE TYPE	STANDARD LIFE	MILES/HOURS
Sedan	5-10 Years	100,000 – 125,000
Truck, pick-up	8-10 Years	90,000 – 100,000
Truck, heavy – diesel	8-10 Years	125,000 – 150,000
Truck, heavy – gas	10 Years	110,000 – 125,000
Van	8-10 Years	100,000 – 110,000
Utility Vehicle	5 – 7 Years	N/A
Marked Ranger Vehicle	4 – 5 Years	110,000 – 125,000
Unmarked (Ranger) Vehicle	8-10 Years	110,000 – 125,000
Heavy equipment	8 Years	4,000 – 5,000 hours

V. RESPONSIBILITY/PROCEDURE

A. Operators

1. Only SPD employees and volunteers who have been trained and certified to operate agency vehicles and equipment and who possess a valid driver's license may be assigned and/or allowed to operate an agency vehicle.
2. Specific and designated personnel who have a valid Commercial Drivers Licenses (CDL) are authorized to operate and/or transport certain vehicles and equipment.
3. It is the employee's responsibility to adhere to SPD *Policies Regarding Usage and Safety* available in the SPD Personnel Policies and Procedures Manual.

B. Maintenance and Operation

1. The vehicle user is responsible for checking and adjusting, if necessary, daily:

- a. Engine oil
 - b. Fuel tanks should be maintained to ensure at least ½ tank at the end of each day
 - c. Tire air pressure
 - d. Coolant level
 - e. Completion of the vehicle inspection form
 - f. Interior is to be free of litter and debris and the exterior should be clean, mud/dirt/salt free
 - g. During winter months and after snow events that result in salt build-up, vehicles should be rinsed on the undercarriage as well as the exterior surface
 - h. All scheduled maintenance such as maintenance time/mileage/hour must be completed. This maintenance is generally performed at three-month intervals or 5,000 miles, whichever comes first. Violations of untimely and negligent maintenance and repairs may result in loss of vehicle use and/or disciplinary action in accordance with the Personnel Policies and Procedures Manual.
- 2. Vehicle/Equipment accidents that result in damage to SPD vehicles and equipment must be reported immediately to the operator's supervisor. All accident reports and protocols must be followed.
- C. Purchasing
- 1. When a vehicle begins to show excessive wear, or begins to need major repairs, the supervisor must ensure the notation is made in Manager Plus.
 - 2. Once the vehicle is approved for either immediate (emergency) purchase or inclusion in the following budget year, the Fleet Manager will coordinate with the site supervisor to determine best fit and suitability of the replacement vehicle. The procedures are defined and outlined in *Capital Equipment Purchasing*.

This plan will be evaluated on an annual basis by the Director of Parks, and the Director of Finance and Administration as part of the budget planning process.

Park Vehicles and Equipment Inventory and Evaluation

Vehicle #	Year	Make	Model	Plate #	Department	Current Mileage/Hr	Replacement Value	Replacement
						Jan-14		
1001	2022	Ford	F750 w/salter	M182669	Parks	500 Miles	\$100,000.00	2032
1002	2011	Ford	dump/salter	M139845	Parks	52,000 Miles	\$35,000.00	2025
1003	2016	Ford	Service truck	M59414	Parks	3,200 Miles	\$50,000.00	2026
1004	1990	International	Dump	M179518	Parks	74,080 Miles	\$120,000.00	2023
1005	2016	Ford	F250	M205134	Parks	58,000 Miles	\$30,000.00	2026
1006	2009	Ford	E350 van	M180309	Facilities	40,500 Miles	\$21,000.00	2025
1007	2015	Ford	Stake bed F350	M201545	Parks	16,000 Miles	\$35,000.00	2030
1008	2013	FORD	SERVICE BODY	M196405	Playground	82,000 Miles	\$45,000.00	2025
1009	2011	Ford	F350 Dump	M152318	Parks	91,000 Miles	\$35,000.00	2023
1010	2009	Ford	E350 Box van	M95841	Facilities	46,000 Miles	\$20,000.00	2022
1012	2013	FORD	4X4 F250 W/PLOW	M187348	Parks	65,000 Miles	\$35,000.00	2024
1013								
1014	2005	Chevy	van Show wagon	M134628	Facilities	4,200 Miles	\$20,000.00	2022
1015	2022	Ford	4x4 F250 w/ plow	M139845	Parks	500 Miles	\$35,000.00	2032
1016	2019	Ford	4x4 F250	M139847	Facilities	15,000 Miles	\$35,000.00	2029
1017	2015	Ford	F350 dump	M201544	Parks	31,000 Miles	\$35,000.00	2025
1018	2013	FORD	F250 4X4W/PLOW	M195841	Parks	54,000 Miles	\$35,000.00	2023
1019	2023	Ford	F-250 4X4 W/plow	M241599	Parks	9,000 Miles	\$60,000.00	2031
1020	2024	Ford	F250 4X4 w/plow	M24311	Spring Valley 3000 mi	65000 Miles	\$62,000.00	2024
1021	2019	Ford	F250 pickup	M134628	Facilities	16,000 Miles	\$30,000.00	2029
1023	2009	Ford	Econoline van E350	M130500	Facilities	43,000 Miles	\$25,000.00	2025
1024	2023	Ford	E-Transit 350 van	M243112	Facilities	4,000 Miles	\$55,000.00	2033
1025	2006	International	Dump	M158858	Parks	61,000 Miles	\$100,000.00	2023
1026	2015	Ford	F350 chipper	M199827	Parks	23,000 Miles	\$40,000.00	2030
1027	2012	Ford	F350 dump	M096332	Parks	58,000 Miles	\$40,000.00	2027
1029	2011	Ford	F250 pickup/plow	M099839	Parks	54,000 Miles	\$35,000.00	2023
1031	2016	Ford	F250 pickup	M205135	Parks	82,000 Miles	\$35,000.00	2026
1033	2016	Ford	F250	M210758	Golf	1,000 Miles	\$35,000.00	2024
1034	2024	Ford	Escape SUV	M244509	Facilities	2,000 Miles	\$31,000.00	2032
1035	2024	Ford	Escape SUV	M244508	Facilities	3,000 Miles	\$31,000.00	2032
1036	2013	FORD	E350 CARGO VAN	M195350	Facilities	28,000 Miles	\$25,000.00	2024
1037	2005	Chevy	Cutaway	M153545	Facilities	60,000 Miles	\$25,000.00	2025
1038	2017	Ford	F450 garbage	M700000	Parks	34,000 Miles	\$70,000.00	2030
1039	2009	Ford	Econoline van E350	M180311	Facilities	55,600 Miles	\$25,000.00	2024
1040	2008	Chevy	Cutaway 2500	M173914	Facilities	45,000 Miles	\$25,000.00	2023
1041	2016	Ford	F250 pickup (Sup)	M205136	Parks	58,000 Miles	\$35,000.00	2025
1042	2008	Isuzu	garbage truck	M11722	Parks	105,000 Miles	\$90,000.00	2024
1044	2013	FORD	CARGO VAN E350	M195349	Facilities	26,000 Miles	\$25,000.00	2028
1045	2015	Ford	F250/plow	M199823	Parks	62,000 Miles	\$35,000.00	2026
1047	2019	Ford	F250 pickup	M149203	Parks	14,000 Miles	\$35,000.00	2029
1048	2011	Ford	Ranger pickup	M153545	Ranger	90,500 Miles	\$25,000.00	2023
1049	2023	Ford	T-250 Transit van	M239074	Facilities	5,000 Miles	\$48,000.00	2033
1050	2023	Ford	T-250 Transit van	M239075	Facilities	4,000 Miles	\$48,000.00	2033
1051	2016	Ford	F350 salter	M210757	Parks/Golf	23,600 Miles	\$40,000.00	2026
1059	2008	Ford	F350 dump/plow	M172125	Parks	78,000 Miles	\$35,000.00	2028
1060	2017	Ford	Escape shop	M208968	Facilities	12,500 Miles	\$25,000.00	2027
1063	2017	Ford	Escape (Jay)	M28966	Facilities	65000 Miles	\$25,000.00	2025
1064	2017	Ford	E350 W 35' boom		Facilities	4,600 Miles	\$35,000.00	2030
1065	2017	Ford	Escape (erin)		Facilities	5,600 Miles	\$25,000.00	2027
1066	2019	Ford	F350 dump/gate		Parks	21,800 Miles	\$45,000.00	2029
1067	2019	Ford	F350 stake bed			1100 Miles	\$45,000.00	2029
1068	2019	Ford	F350 SS Salter		Parks	13200 Miles	\$60,000.00	2029

1071	2024	Ford	KUV van	M251283	Facilities	400 Miles	\$73,000.00	2035
1072	2024	Ford	KUV van	M250536	Facilities	400 Miles	\$73,000.00	2035
Equipment	Year	Make	Model	Plate #	Dept	Current Mileage/Hr	Replacement Value	Replacement
1101	2021	Mean Green	Electric z mower		Spring Valley	100 hr	\$24,000.00	
1102	2015	Toyota	Fork Lift		Parks	250 hr	\$30,000.00	
1103	2001	Toro	580D 15' mower		Parks	4500 hr	\$110,000.00	
1104	2006	New holland	Tractor TC 40		Parks	1,313 hr	\$40,000.00	
1105	2020	John Deere	5065 Tractor		Parks	100 hr		
1106	2010	John Deere	328D skidsteer		Parks	837 hr	\$45,000.00	
1108	2015	Toro	60" Z mower		Parks	1320 hr	\$18,000.00	
1109	2014	Toro	Sand Pro		Parks	1410 hr	\$25,000.00	
1110	2005	Case	580 super M backhoe		Parks	5435 hr	\$100,000.00	
1111	2009	Toro	11' mower 4000 D		Parks	2200 hr	\$55,000.00	
1112	2017	Toro	60" Z mower		Parks	1020 hr	\$18,000.00	
1114	2023	Toro	Z- mower 60"		Parks	300 hr	\$23,000.00	
1115	2019	Toro	Z mower		Parks	820 hr	\$18,000.00	
1116	2018	Toro	5900 D 16' mower		Parks	865 hr	\$115,000.00	
1117	2014	New Holland	Tractor		Parks	1878 hr	\$45,000.00	
1118	2024	Ventrac	mower/tractor		Parks	100 hr	\$36,000.00	
1119	2012	Toro	5900 D 16' mower		Parks	1800 hr	\$115,000.00	
1120	2000	Toro	580 D 16' mower		Parks	2850 hr	\$115,000.00	
1121	2018	John Deere	Tractor/loader		Spring Valley	850 hr	\$45,000.00	
1122	2022	Mean Green	Electric mower 60		Parks	700 hr	\$24,000.00	
1125	2017	John Deere	backhoe 310 SL		Parks	1000 hr	\$100,000.00	
1126	2022	John Deere	Skid Steer		Golf	100 hr	\$64,000.00	
1127	2015	Ventrac	Tractor/ mower		Parks	550 hr	\$20,000.00	
1128	2022	EZ-GO	golf cart		Parks		\$5,500.00	
1129	2022	EZ-GO	golf cart		Parks		\$5,500.00	
1130	2023	Toro	5900-D 16' mower		Parks	450 hr	\$134,000.00	
1131	2025	John Deere	320P backhoe		Parks	20 hr	\$145,000.00	
1132	2019	John Deere	825m Gator 4x4		Spring Valley	1,300 hr	\$16,000.00	
1133	1998	John deere	4x4 tractor 5410		Parks	2235 hr	\$45,000.00	
1134	2023	Mean-Green	electric Z-mower 60"		Parks	300 hr	\$26,000.00	
1135	2001	Toro	72" mower	broom	Parks	2057 hr	\$35,000.00	
1136	2012	Toro	4000D 11'		Parks	3025 hr	\$55,000.00	
1137	2023	Mean-Green	electric Z-mower 60"		Parks	300 hr	\$26,000.00	
1138	2017	John Deere	825i Gator 4x4		Spring Valley	11,000 Miles	\$16,000.00	
1139	2023	Toro	Field-Pro		Parks	350 hr	\$36,000.00	
1142	2024	Toro	5900-D 16' mower		Parks	300 hr	\$137,000.00	
1143	2003	Tennant	sweeper		Parks	300 hr	\$25,000.00	
1144	2020	Toro	60" Z 7000		Parks	500 hr	\$18,000.00	
1145	2020	Toro	60" Z 7000		Parks	500 hr	\$18,000.00	
1146	2020	Toro	60" Z 7000		Parks	285 hr	\$18,000.00	
1151	2001	EZ-GO	golf cart		Parks		\$5,500.00	
1152	2020	Toro	4000D 11' mower		Parks	141 hr	\$55,000.00	
1154	2021	Toro	4000 D 11' mower		Parks	50 hr	\$55,000.00	
1155	2022	Toro	Workman MDX		Parks	800 hr	\$13,000.00	
1159	2012	Toro	Sandpro	ballfields	Parks	1665 hr	\$20,000.00	
1161	2019	Royal Express Train		sft Town	Recreation		\$21,000.00	
1164	2001	EZ-GO	golf cart		Parks		\$5,500.00	
1168	2002	Club Car	Golf cart	SC	Recreation	300	\$12,000.00	based on use
1169	2016	Toro	Z-mower 72"		Parks	1,250 hr	\$30,000.00	
1171	2019	Club Car	transporter cart		Facilities		\$15,000.00	
1172	2020	Club Car	golf cart	Olympic	Parks	1,800 hr	\$15,000.00	
1173	2020	EZ-GO	golf cart	97	Parks		\$5,500.00	

1174	2020	EZ-GO	golf cart		Parks		\$5,500.00	
1175	2022	John Deere	Gator w/plow		Spring Valley	5,300 Miles	\$29,000.00	
1177	2023	EZ-GO	golf cart		Parks		\$6,000.00	
1179	2024	EZ-GO	golf cart		Parks		\$6,000.00	
1180	2024	EZ-GO	golf cart		Parks		\$6,000.00	
1181	2023	John Deere	Gator		Spring Valley		\$25,000.00	
1182	2024	Cushman	Beverage cart	Olympic	Recreation		\$11,000.00	
1183	2025	EZ-GO	golf cart		Parks		\$6,000.00	
1184	2025	EZ-GO	golf cart		Parks		\$6,000.00	
1185	2025	EZ-GO	golf cart		Parks		\$6,000.00	
1186	2024	Toro	sprayer		Parks		\$75,000.00	
1187	2024	Toro	11' mower 4000 D		Parks		\$92,000.00	
1188	2024	John Deere	electric Gator		Spring Valley		\$16,000.00	
1192	2025	John Deere	4 seat Gator		Spring Valley		\$25,000.00	
1193	2025	Toro	Z-turn mower 72"	Olympic	Parks		\$30,000.00	
1194	2025	Toro	Workman HDX	Olympic	Parks		\$36,000.00	
1519	2019	Aaladin	pressure washer		Facilities		\$19,000.00	
1521	2020	Ferris	stand-on spreader		Parks		\$5,000.00	
1522	2020	Aaladin	pressure washer	CRC	Facilities		\$5,000.00	
1527	2021	Tomahawk	concrete scarifier		Parks		\$2,500.00	
1529	2022	JLG	scissor lift	CRC	Facilities		\$20,000.00	
1530	2021	Teupen	92' boom lift		Facilities		\$159,000.00	
1531	2023	Ryan	sod cutter		Parks		\$5,000.00	
1532	2023	Big Joe	electric pallet jack		Facilities		\$4,000.00	
1533	2023	Pioneer	field striper	Olympic	Parks		\$9,000.00	
1535	2024	D-J Products	trailer mower		Parks/Facilities		\$17,000.00	
1536	2023	HY-Brid	scissor lift	CRC	Facilities		\$15,000.00	
1537	2024	Bobcat	overseeder		Parks		\$9,000.00	
1538	2024	General	sewer rodder		Facilities		\$23,000.00	
1558	2024	Finn	Hydroseeder		Parks		\$45,000.00	
1574	2016	Kohler	generator		Facilities		\$110,000.00	
1575		Vermeer	Stump grinder		Parks	1,040 hr	\$25,000.00	based on use
1580	2021	Alkota	pressure washer		Facilities	120 hr	\$17,000.00	
1584		Vermeer	Trencher		Golf		\$20,000.00	based on use
1586		Toro	Dingo		Parks	575 hr	\$18,000.00	based on use
1587	2018	Toro	Dingo		Parks	450 hr	\$20,000.00	
1592	2008	Vermeer	chipper		Parks	1,165 hr	\$30,000.00	2028
1595	2021	Vermeer	chipper		Parks	760 hr	\$66,000.00	
Trailers	Year	Make	Model	Plate #	Dept	Current Mileage/Hr	Replacement Value	Replacement
1201	1978	D weld	Flatbed trailer	M35083	Parks		\$15,000.00	
1202	2018	Maclander	Flatbed trailer		Parks		\$6,000.00	
1203	2009	Load trail	Deck over	M097428	Parks		\$10,000.00	
1204	2009	Load trail	Deck over	M993874	Parks		\$10,000.00	
1205	2019	Maclander	20' flat bed		Parks		\$5,500.00	
1206	2019	Maclander	20' Flatbed trailer	M85612	Parks		\$6,000.00	
1207	2019	Suretrac	16' tilt		Parks		\$6,000.00	
1209	2021	B&B	23' trailer- Boom		Parks			
1210	2015	Aluma	14' aluminum trailer	M996750	Golf		\$10,000.00	
1215	2009	Loadmax	20' flatbed	M097154	Parks		\$10,000.00	
1218	2011	Liberty	Train trailer	M098502	Parks		\$10,000.00	
1219	2020	Mac lander	20' Flatbed trailer	M994568	Parks		\$10,000.00	
1220								
1222	2005	Mac lander	Flatbed trailer	M094836	Parks		\$10,000.00	
1223								
1224	2008	Wells Cargo	ERT enclosed	M097136	Facilities		\$8,000.00	

1225	2007	Wells Cargo	enclosed	M096331	Facilities		\$6,000.00	
1226	2013	Well cargo	utility trailer ERT	M099839	Facilities		\$6,000.00	
1227	2014	JLG		M990028	Facilities		\$8,000.00	
1228	2016	P-J	utility trailer	M992010	Parks		\$8,000.00	
1229	2016	Bravo	Enclosed ERT	M992296	Facilities		\$8,000.00	
1231	2025	Dose	T.V trailer		Recreation			
1230	2023	Stockman	livestock trailer		Spring Valley		\$24,000.00	
Buses/Vans								
1301	2013	International	school bus 43	M170322	Recreation	32000 Miles	\$100,000.00	2025
1302	2016	Ford	15 pass van	M179362	Recreation	12000 Miles	\$28,000.00	2026
1303	2014	International	43- PASS BUS	M186627	Recreation	24000 Miles	\$100,000.00	2029
1304	2014	Ford	12 pass van	M199420	Recreation	23000 Miles	\$28,000.00	2025
1305	2010	Ford	12 pass van	M159587	Recreation	31000 Miles	\$28,000.00	2024
1306	2012	Ford	20 pass bus	M159586	Recreation	33000 Miles	\$60,000.00	2023
1307	2002	Freightliner	school bus	M172124	Recreation	106000 Miles	\$100,000.00	2024
1308	2019		34 passenger	M226019	Recreation	500 Miles	\$200,000.00	
1309	2019	Ford	15 pass van	M	Recreation	2000 Miles	\$30,000.00	2029
1310	2024	Ford	20 pass bus	M241598	Recreation	7,000 Miles	\$132,000.00	2034
Fleet Vehicles								
1421	2021	Ford	Explorer	2309 YP	Director	8000 Miles	\$38,000.00	2028
1422	2013	Ford	Explorer (mail)	M191761	Parks	62000 Miles	\$30,000.00	2025
1423	2017	Ford	Escape hybrid	2114 YP	Spring Valley	50000 Miles	\$30,000.00	2025
1425	2019	Ford	Explorer	2114 YP	CRC	22000 Miles	\$30,000.00	2027
1427								
Totaled 1428	2018	Ford	F150		Golf	60000 Miles	\$30,000.00	2024
1429	2019	Ford	Explorer		Parks - TK	45000 Miles	\$30,000.00	2026
1430								
1431								
1434	2016	Ford	Explorer	2108 YP	Parks /601	87000 Miles	\$30,000.00	2024
1435	2025	Ford	Explorer	2519YP	Parks/Todd	5,000 Miles	\$40,000.00	2031
1436	2025	Ford	Explorer	Temp.	RW	2,000 Miles	\$40,000.00	2031

10.10 ADA

All parks within the district underwent a complete evaluation by Recreation Accessibility Consultants, LLC for compliance with the Americans with Disabilities Act as required by the Attorney General. While the report was extensive and listed many recommendations, it also showed that the district has made great strides in making our parks accessible to all. The recommendations were broken down into four categories with the vast majority being placed in the no action required area. The remaining items were to be corrected over a 1–5-year period. The report is used as a guide for corrections that can be made within the various projects and upgrades that are being completed each year. All projects are scrutinized for ADA compliance in the design and planning stage of all projects. ADA compliance and/or corrections are included to the extent of the current guidelines. This input is updated yearly after renovations are planned and completed.

10.11 INITIATIVES

I. CUSTOMER SATISFACTION

- A. Planning Division will host a public open house for renovation projects each year. Information on these projects will be distributed with flyers, signs posted at the specific park location, and on our parkfun.com website. This will be completed prior to final design and bidding of projects. New projects will address universal accessibility and inclusive play to meet or exceed ADA standards.

II. FINANCIAL SUSTAINABILITY

- A. Continue to work with our affiliate groups for scheduling athletic fields. We continue to get more requests from outside groups to use our fields for a variety of uses including lacrosse, cricket, and rugby. With unpredictable weather and changes to schedules due to rainouts or schedule conflicts, it is essential to communicate and meet with our user groups to update schedules monthly.
- B. Optimize the use of synthetic turf field at Olympic Park with Recreation Department.

III. OPERATIONAL EXCELLENCE

- A. Develop our new work order software system into a comprehensive program that can be used district wide to track Parks and Facilities maintenance and improvements
- B. Enhance operating efficiency with use of AI mowers.
- C. Enhance and improve existing native areas and pollinator habitat throughout the district.

IV. EMPLOYEE GROWTH AND DEVELOPMENT

- A. Continue to work with Spring Valley staff to learn to maintain natural area, plant new native areas, and train the parks staff with the skills needed to conduct our own maintenance program
- B. Continue to develop the work order software program for fleet maintenance and park maintenance
- C. Attend seminars, conferences to network and learn new concepts in park design, construction and maintenance procedures

SECTION 11.0 SCHAUMBURG GOLF CLUB

11.1 Responsibilities / Accountability

The Schaumburg Golf Club has 5 full-time employees with approximately 75 part-time seasonal employees. The Schaumburg Golf Club staff oversees and maintains over 205 acres along with a 27-hole facility that hosted 75,000 rounds in 2024.

I. MANAGEMENT

- A. Financial and Capital Budgets
- B. Staff Hiring and Training
- C. Golf Outing Sales
- D. League Sales
- E. Liaison between Chandlers / Ala Carte Entertainment and SGC
- F. Permanent Tee Time Sales
- G. Marketing
- H. Advertising
- I. Marketing Plans
- J. Golf Course Operational Plan
- K. Golf Course Maintenance
- L. The Academy at SGC
- M. Golf Course rotation schedule
- N. Scorecards
- O. Golf Shop Merchandise
- P. Golf Simulators
- Q. Full Swing Launch Monitor
- R. Tournaments
- S. Top Tracer Range Technology

II. GOLF OPERATIONS

- A. Staff hiring, training, scheduling
- B. League Operations
 - 1. In house leagues
 - 2. Contracted Leagues
- C. Conduct lessons for The Academy at SGC
- D. Junior Golf Clinics
- E. PGA Junior Golf League
- F. Schaumburg High School Golf team coordination
- G. Schaumburg High School Golf team summer clinics
- H. Golf range management
- I. Outings
 - 1. Shotgun Outings
 - 2. Advance Reservation
- J. Pace of Play program
- K. Tee Sheet Management
- L. Golf Cart Fleet management

- M. Golf Shop Merchandise
- N. Rental Club management
- O. Club Repair
- P. Special Orders

III. GOLF COURSE MAINTENANCE

- A. Staff hiring, training, scheduling
- B. Daily course maintenance practices at SGC
- C. Equipment management
- D. Irrigation management
- E. Chemical programs
- F. Tree programs
- G. Audubon program
- H. Environmental programs
- I. Clubhouse flowerbeds and planters
- J. Winter parking lot program

IV. FOOD AND BEVERAGE

- A. Operated by Ala Carte Entertainment

11.2 ORGANIZATION / PERSONNEL

General Manager

Responsible for the budget, golf outing sales, league sales, liaison between Chandler's and SPD, marketing, advertising, operational plan, golf course maintenance, golf course rotation schedule, golf shop merchandise, and tournaments.

Head Golf Professional

Responsible for the Academy at SGC, PGA Junior Golf League, scorecards, golf shop inventory, staff hiring and training, golf simulators, Top Tracer range technology tournaments along with all golf operations functions.

Director of Agronomy

Responsible for grounds operation, budget and planning, and implementation of all cultural practices

Superintendent of Golf Course Maintenance

Responsible for daily grounds operation, grounds maintenance staff including staff hiring and training.

Mechanic

Responsible for golf course equipment, assists with golf course maintenance

11.3 SWOT ANALYSIS

A SWOT analysis was completed with the input of customers and staff. The information gained has provided the path for success for the Schaumburg Golf Club. The knowledge created a better understanding of Challenges and opportunities this facility has faced and is expected to play a significant role in the Future.

I. STRENGTHS

- A. Schaumburg Golf Club is known for its premier conditions and outstanding customer service. SGC has a 4.7 rating on Golfadvisor.com among the highest rated facilities in the Chicago region. SGC is consistently ranked in the top 10 in GolfAdvisor.com for Illinois and was rated #47 in the US in 2023.
- B. SGC is very fiscally sound with the recent increase in play. With current golf demand, SGC has generated a substantial net income over the past 5 seasons.
- C. Schaumburg Golf Club offers multiple avenues for golf. SGC has Top Tracer that will allow for golf ball data and offers multiple games. SGC is also a year-round facility through the Golf Simulators. Patrons can play Schaumburg Golf Club on the simulators.
- D. Schaumburg Golf Club offers a cart fleet with lithium batteries along with a premium GPS. Golf Carts also feature a USB charger.
- E. Schaumburg Golf Club is becoming a technology leader by offering indoor golf simulators, Full Swing launch monitor, live tournament scoring component, and GPS units in the golf carts.
- F. SGC has used technology to improve the overall playing conditions. The USGA G3S golf ball has been implemented to generate metrics for green conditions and health. Electric green mowers are used to reduce audible noise and are environmentally friendly.
- G. Schaumburg Golf Club further developed instructional programs for junior and adult golfers. SGC has been a leader in the PGA Jr League with staff selected to the IPGA and IJGA Player Development Committee.
- H. Negotiated a new contract with Chandler's that will benefit SGC.
- I. Permanent tee times are growing along with league participation. The S&H Senior League has over 225 members with 180+ playing weekly.

II. WEAKNESSES

- A. The practice area is missing a practice bunker. Golfers are very limited practicing short game shots due to lack of space.
- B. Service consistency at Chandler's has been an area of focus and staff are attempting to incorporate measures in the new contract to ensure continued improvement.
- C. Range/learning center limited hours due to no lights.
- D. Due to the volume of phone calls, offering good customer service can be challenging.

III. OPPORTUNITIES

- A. The Junior Golf Programs at SGC are growing each year. To meet this demand, SGC will be implementing the PT5 program for two of the Assistant Professionals.
- B. The PGA Superstore has offered an opportunity for exchanging golf equipment. Creating an exchange partnership has helped to lower our equipment inventory and be able to provide the desired equipment immediately.
- C. Summer music on the patio via Chandler's programming.
- D. Implement staff to assist with answering phone calls to offer better customer service.

IV. THREATS

- A. Area courses are a threat, especially the Cook County Forest Preserve golf course, Highland Woods. Residents of the Schaumburg Park District generally qualify for a reduced rate at Highland Woods. This gives residents of SPD an additional golf course so that they receive a reduced rate based on their residence.
- B. The PGA Superstore and Club Champion continue to be threats on overall equipment sales and apparel for Schaumburg Golf Club. These threats will be minimized by the addition of the golf simulators and Top Tracer.
- C. The arrival of TopGolf Schaumburg, XGolf and simulators at Fox Run have impacted the simulator revenue.
- D. The recently completed and proposed area golf course construction projects. The Preserve at Oak Meadows and Heritage Oaks is completed with current renovations including Cantigny and Maple Meadows next year. Indian Lakes may reopen within the next few seasons.

11.4 TRENDS

- I. Technology & data-driven operations
 - A. Facilities are increasingly using analytics, launch monitors, simulators, and mobile booking to drive engagement and efficiency. ([Lightspeed](#))
 - B. In turf and maintenance: robotics, smart irrigation, and predictive maintenance are becoming more common. ([TurfMagazine.com](#))
 - C. Booking and guest experience tech (apps, dynamic pricing) is shifting from "nice to have" to core business strategy. ([Agilysys](#))
- II. Attracting younger and more diverse golfers
 - A. Millennials & Gen Z engagement is growing, and these players value social, relaxed, technology-infused experiences over traditional formats. ([Lightspeed](#))
 - B. The language of "fun, fitness, wellness" is more prominent — not just "traditional golf." ([clubprophet.com](#))
- III. Alternative formats & entertainment offerings

- A. Golf facilities are evolving beyond 18-holes: simulators, shorter holes, hybrid social/competitive formats, and partnerships with driving-range entertainment venues. ([Lightspeed](#))
 - B. Food & beverage, event hosting, and “play + lifestyle” models (versus purely rounds) are growing revenue lines. ([Agilysys](#))
- IV. Sustainability, turf-management innovation & cost control
 - A. Pressure on budgets and labor is pushing maintenance operations toward more efficient, less resource-intensive models (robotic mowers, data sensors). ([TurfMagazine.com](#))
 - B. Water use, environmental certification, and “green” operations aren’t just ideals — they’re increasingly business critical.
- V. Staffing, service, and workforce development
 - A. Labor shortages, rising wages, and evolving guest expectations mean staffing and training are major operational challenges. ([ngcoa.org](#))
 - B. The role of the golf professional or facility executive is expanding: you’re expected not just to manage the course, but to engage marketing, community, membership experience, and revenue strategy.
- VI. Industry data trends
 - A. Over 545 million rounds were played in the US in 2024 based on NGF estimates.
 - B. Golf’s overall reach is over 138 million in the US.
 - C. Over 47.2 million Americans age 6+ played golf – both on and off course – in 2024.
 - D. 3.3 million beginners played golf in 2024.
 - E. 6.8 million course rounds were played in the US for ages of 18-34.
 - F. 3.7 million on course rounds were played by junior golfers.
 - G. More than 35% of the junior golfers are girls.
 - H. There are nearly 8 million female golfers in the US. This is the highest in the games history.
 - I. Nearly 16,000 golf courses are in the US.
 - J. SGC was just shy of 21,000 weekday 18 hole rounds in 2024.
 - K. Weekday Standard 18 hole play grew to a record high, just shy of 5,000 rounds..
 - L. Schaumburg Park District Residents account for 32% of golfers at Schaumburg Golf Club.
 - M. Booking tee times online has become a popular method for many golfers. 40% of the tee times booked at SGC are booked online.
 - N. The NGF states that course conditions are top three reasons why golfers choose a facility to play. Cost and location are the other top factors.

Sources

National Golf Foundation (NGF) 2024 Report
 PGA
 Play Golf America

11.5 GOLF OPERATIONS ANALYSIS

I. GOLF FEES

A. Resident Rates

1. The Schaumburg Golf Club offers the Schaumburg Park District Resident the Club Rate as the Resident Fee. Schaumburg Park District Residents have an added SPD Golf ID to receive a greater discount. The SPD Golf ID can be added to their SPD ID.

B. Junior and Senior Fees

1. Seniors 55 and over and Juniors 17 and under will receive a reduced green fee during the designated weekday time allotment. Both Senior and Junior reduced rates are available to non-residents and valid SPD Golf ID holders.

C. Weekday Fees

1. Weekday Fees are available Monday through Friday. Senior and Junior rates are also available during weekday rates. Currently, Senior and Junior rates are available until 3pm Monday through Friday. Twilight tee time begins at 3pm each day of the week. During observed holidays, all players will be charged a weekend fee.

D. Weekend Fees

1. Weekend fees include Saturday and Sunday and any weekday observed holidays. Senior and Junior rates are not offered on these days based on supply and demand as well as optimizing revenue potential.

E. For 2025, the following days are considered observed holidays

1. Memorial Day
2. 4th of July
3. Labor Day

II. PERMANENT TEE TIMES

- A. Permanent Tee Times are on Saturdays and Sundays and are offered from the beginning of May through the middle of September. Permanent tee times begin at 6:30am the first four weeks and last four weeks of the season. During the summer months, permanent tee times begin at 6:00am.

- B. Permanent tee time captains pay a yearly registration fee and are required to have four 18-hole paid players each week. Permanent Tee Time patrons receive a yearly contract that they must sign and pay the \$150 fee to secure the time. Currently, there are 52 permanent tee times between Saturday and Sunday. Permanent tee time captains are given first refusal of the tee time each year.

III. LEAGUES

- A. Leagues are booked weekdays Monday-Friday at varying times.
Generally, each weeknight has at least two leagues beginning at 4pm.
SGC hosts the Senior 9-hole league on Tuesday mornings with tee times from 6:30am until 1:00pm. SGC also hosts the Thursday Morning 18-hole Ladies League that runs from 7:30am to 9:00am.
- B. Each league is required to sign a contract detailing the dates, tee times, number of players, and rate per player. Each league is required to pay for the amount reserved regardless of the number of players that show. Each league has the option for each player to pay or for a single payment from the league treasurer. Leagues generally start at the beginning of May and finish at the end of August.

IV. OUTINGS

- A. Shotgun Outings
 - 1. Shotgun Outings are available on select Monday, Wednesday and Friday. Due to the high demand for open play, no additional shotguns have been added since 2024.
 - 2. Staff will meet with the outing coordinator in advance to finalize all details. SGC generally hosts 18-hole shotgun outings but can accommodate 27-hole shotgun outings. The number of players per outing can vary from 120 to 224.
- B. Advance Reservation Outings
 - 1. An Advance Reservation Outing is a tee time outing that is looking to book more than two weeks in advance. This group can vary from 12 to 72 players. The Advance Reservation Outing has three tiers. Each tier includes golf, cart, range balls, and locker. The second and third tier offer food in either a box lunch or a halfway house food ticket with drink tickets. Each advance reservation must pay a \$10 non-refundable fee per player in order to book the outing. The fee is deducted from the final total on the day of the outing. All information regarding an advance reservation group is available on schaumburggolf.com.

V. GOLF SHOP MERCHANDISE

- A. The Golf Shop has many items available to make a round of golf more enjoyable and as a service to golfers. These items vary from golf balls, shirts, hats, shorts and equipment. All styles are current and offer the best merchandise from the top manufacturers. Prices are competitive with the internet and local golf stores. The amount of equipment the Golf Shop carries has been drastically reduced by the presence of the large golf box stores.

VI. GOLF CARTS

- A. SGC has 105 EZGO lithium golf carts, 2 green EZGO haulers, and an EZ Hauler Range Picker. The golf carts were purchased in 2020. Each golf cart is equipped with a GPS unit, USB Ports, windshield, and club protector.

VII. TOURNAMENTS

A. TURKEY SHOOT

- 1. This four-person scramble takes place in the fall with 144 players participating. Due to recent weather issues, the date has been moved to late October. The 36 teams compete for gift certificates and turkeys to the top 10 teams. This is the last event held each season at SGC.

VIII. GOLF SIMULATORS

- A. Schaumburg Golf Club has three aboutGolf simulators. The simulators have over 40 golf courses, three mini golf courses and skee-ball available. The simulators are rented \$40 per hour, maximum of 4 people per simulator. Chandler's will offer food and beverage service during restaurant hours.

IX. THE ACADEMY AT SGC

- A. The Academy at SGC is the umbrella for all teaching programs at SGC. All lesson fees are established, and all the instructors must work in the golf shop at SGC. Approximately over 700 hours of instruction are given annually. The Academy offers programs for every type of player of all abilities. The Academy at SGC is a great way to turn occasional golfers into more serious golfers. The relationships that are built allow for students to make SGC their home course.
- B. The Academy at SGC offers video lessons and statistical data through Full Swing Launch Monitor. The Full Swing launch monitor can measure all the valuable information to gain the maximum distance out of all shots.

X. GROUP LESSON INFORMATION

- A. An easy way to learn about your golf game in a comfortable environment is in a group lesson. Each session is one hour in length and is personally designed to meet the needs of each group.
 - 1. 2 students – one instructor - \$45.00 each student
 - 2. 3 students – one instructor - \$40.00 each student
 - 3. 4 students – one instructor - \$35.00 each student
 - 4. 5 students – one instructor - \$30.50 each student

XI. PLAYER DEVELOPMENT SERIES

- A. The Player Development Series is designed for serious players wanting to take their game to the next level. The instruction provided will be specially tailored to the individual strengths and weaknesses.

1. Comprehensive Golf Instruction Package
 - a. Golfer assessment and goals evaluation
2. 20 one-hour lesson series
3. 8 half hour supervised practice sessions
4. 3 nine hole playing lessons
5. Adult: \$1850.00
6. Golf Assessment and Goal Setting
 - a. The student is evaluated and documented as to their current level of play. Personal golf goals of the student are then established.
7. Hour Lesson
 - a. The lesson plan implemented will be designed around the students agreed upon goals and will include specific drills for improvement.
8. Supervised Practice
 - a. Goal orientated practice sessions that focus on gauging student progress and development.
9. Playing Lesson
 - a. The student will play nine holes with an emphasis on course management.

XII. INDIVIDUAL GOLF INSTRUCTION

- A. These individual lessons are designed to meet the player's individual needs. Each program is selected by the student to meet the student's goal. These lessons are scheduled based around the student's schedule. Each of the lessons listed below are one on one for the desired time frame.

1. Half Hour Series
 - a. Series of three Half Hours \$125
 - b. Series of five Half Hours \$180
2. One Hour Series
 - a. Series of three One-Hour \$210
 - b. Series of five One-Hour \$310
3. Club Fitting
 - a. Golf Club Fitting Session \$65

XIII. SUMMER HIGH SCHOOL CAMP

- A. The summer camp is a 5-week program that meets for two days each. 36 students are divided into an am or pm session. Eight students per session receive an hour of instruction while the remaining students play golf. A rotation is developed so students can apply their knowledge as well as the ability of implementing the instruction to be monitored. This program has grown each year and has created a great partnership between the students and SGC.

XIV. FAMILY GOLF PROGRAMS

A. Junior Golf Program

1. This is a developmental program for juniors from ages 5 to 12. Students are taught the basic fundamentals of the golf swing including proper grip, body alignment and posture along with an emphasis on safety and etiquette. Ages 5-7 will use SNAG Golf. SNAG is a fun way to learn the game through specially designed clubs and games. Maximum students: 10
 - a. Cost: \$200/session
 - b. Time: 5-7 years old 9am-10am
8-14 years old 10am-11:15am, 4:00pm- 5:15pm,
5:30pm-6:45pm
 - c. Session 1 Tuesday, Thursday June 3 - June 12
 - d. Session 2 Tuesday, Thursday June 17 - June 26
 - e. Session 3 Tuesday, Thursday July 8 - July 17

XV. PGA JUNIOR GOLF LEAGUE

- A. SGC offers an excellent competitive Junior Golf Program through the PGA Junior Golf League. SGC has Four 13u teams.
 1. 13u Teams
 - a. Matches held Saturday evening competing against Rolling Greens Country Club, Palatine Hills Golf Club, Old Orchard Golf Club.

XVI. DRIVING RANGE

- A. Schaumburg Golf Club offers a full swing driving range extending 340 yards in length. The full swing range has multiple target greens and offers multiple hitting surfaces. 18 turf mats and 18 grass tee stations are offered and are rotated daily.
 1. Range Balls
 - a. Small Bucket - 30 balls \$8.00
 - b. Medium Bucket - 65 balls \$14.00
 - c. Large Bucket - 100 balls \$18.00

XVII. PRACTICE PUTTING AND CHIPPING GREENS

- A. The practice putting and chipping greens are available free of charge. This is a great way to work on the basic fundamentals.
 1. Note: All players must have proper golf attire. Each player must have a shirt with sleeves along with proper shoes, tennis shoes are permitted.
 2. Golf Clubs can be provided for the driving range and putting green.

11.6 FOOD & BEVERAGE OPERATIONS ANALYSIS

All food and beverage operations are contracted through Ala Carte Entertainment. The main restaurant, Chandler's Chophouse and Grille, is responsible for the restaurant, all banquet, halfway house and beverage cart activities. Ala Carte Entertainment has been partnered with SGC since the mid-1990s.

I. CHANDLER'S CHOPHOUSE AND GRILLE

- A. The Chandler's Chophouse is the main restaurant located on the main level in SGC Clubhouse. Chandler's offers a full menu of items throughout the golf season that are available for lunch and dinner. Breakfast is served only during the summer months of the golf season. The restaurant is comprised of the main seating area plus an additional atrium that is used during evening hours. The total seating for the restaurant and atrium is approximately 150 people. The restaurant was updated and remodeled in 2013.

II. BANQUET FACILITIES

- A. Chandler's Banquets currently host approximately 120 weddings and 24 golf outings per year. The clubhouse at SGC is comprised of five designated banquet rooms. The main banquet room, Pebble Beach, is connected to rooms Torrey Pines and St Andrews with the ability to be separated or joined by the partition walls position. With the Pebble Beach, Torrey Pines and St Andrews rooms connected, seating is available for 380 people. Individually, rooms Torrey Pines and St Andrews seat approximately 50 people per room. Rooms Pebble Beach, Torrey Pines and St. Andrews are located on the main floor of the clubhouse, on the north end of the building.
- B. Banquet Rooms Pebble Beach and Pinehurst are separate and located upstairs in the clubhouse. Pebble Beach has seating for approximately 170 people and overlooks the golf course. Pinehurst is the smallest room and seats approximately 50 people. All banquet rooms were remodeled in the 2012 and 2013 with a new décor. The carpet has been updated in the Pebble Beach, Torrey Pines, St Andrews and the banquet lobby in 2024.

III. PATIO

- A. A patio seating area was created to enhance the seating options available. The patio is located next to the clubhouse with a great view of the golf course. The patio is a full-service area that is generally staffed for evening hours. The area does receive some lunch business, but the patio is especially used by the evening leagues. This has created a great area for larger groups to meet after their round of golf. New patio tables, chairs, umbrellas, and firepits have been added in 2025.

IV. WEDDING AREA

- A. A designated wedding area has been created behind the clubhouse at Schaumburg Golf Club. The wedding pavilion has a designated gazebo and can seat over a 100 people.
- V. HALFWAY HOUSE
 - A. A halfway house is located just behind the clubhouse and is located in a prime location. All course rotations force you to pass the halfway at least once during your round. A selected menu is offered with full variety of beverages. The hours vary based on the time of the season and they are at the same time as the golf course.
- VI. BEVERAGE CARTS
 - A. Two beverage carts are owned by Chandler's. During busy times, both beverage carts are used, and one generally is always on the golf course. Each cart is stocked with cold beverages and basic snacks.

11.7 STANDARD GOLF COURSE MAINTENANCE PRACTICES, NECESSARY EQUIPMENT AND QUALITY STANDARDS

The goal of the golf course and grounds department is to ensure an enjoyable and quality golfing experience for all patrons of SGC. To achieve this goal there are many standard practices that will provide the quality and enjoyment that is expected. Staff strive to provide the best playing conditions while managing the effects of weather and normal wear and tear on the golf course. The maintenance standards outlined in this manual are basic maintenance techniques used for the sole Purpose of making SGC the best it can be. Special events and tournaments create the need to change maintenance practices in order to accommodate the specific needs of each event. The impact of weather and other unforeseen factors are not accounted for in this manual. However, by following the guidelines outlined, it allows staff to handle unforeseen situations in a much more manageable fashion. Current equipment used to maintain these standards is listed along with the life expectancy.

Highlighted portions of the maintenance standards in this report:

- Greens
- Tees
- Fairways
- Rough
- Bunkers
- Practice Facilities
- Club House
- Trees
- Maintenance Equipment
- Snow Removal

I. GREENS

A. Equipment

1. 16 total Toro 800 18" walking greens mowers 2015, 10-year life expectancy
2. 2 total Toro 3370 lithium electric Tri-plex mowers 2022, 10-year life expectancy
3. 1 John Deere 2020A ProGator GPS guided sprayer, 2025, 15-year life expectancy
4. 3 total Toro 648 Aerifiers 2005/2006, 15-year life expectancy
5. 2 total greens topdressers: Tycrop Propass 2005, Turfco 2002, 10 years life expectancy
6. 3 total TB 200 turf brushes, 2 from 2006, 1 from 2013, 5-year life expectancy
7. Blowing equipment
8. 2 Graden verticutting units which drop dry sand into channels as it cuts vertically.

- B. Green Standards - The objective is a putting surface with smoothness, firmness, limited grain and with an overall uniformity. The greens will be closely mowed with a speed of 11 feet as the goal for Stimpmeter readings at SGC.
1. Greens are mowed daily at a height of 1/8". Double cutting is utilized periodically throughout the season to maintain adequate green speeds.
 2. Greens will be groomed and/or verticutted periodically to maintain consistent green speed and maintain overall turf health.
 3. Greens are rolled as needed to maintain consistent green speed. Most Fridays the greens are rolled to provide quality conditions for weekend play.
 4. Newly built greens cultural practices pertaining to AERIFICATION are such that a 4mm aerification tine be utilized to pull thatch and a minor amount of surface soil up from below. This will be done at a minimum of 3 times over the summer along with necessary shoulder month aerification in April and September.
 5. Greens will be core aerated a minimum of 3 times per year. Depending on weather, in April each year the greens will be aerated with 4mm, or 1/2" to 5/8" hollow coring tines. All cores are removed from the greens.
 6. Greens will be irrigated 1-2 times per week as needed. When sprinklers are used it will be for deep watering cycles, for up to 1 hour per head. Hand watering and syringing will take place during the day as needed before play in most cases.
 7. Cups will be changed daily during the golf season or as needed depending on the number of golfers playing on any particular day.
 8. Standard agronomic practices to promote and ensure overall turf health, such as fertilizing and the application of plant protectant materials (herbicides, insecticides, fungicides and growth regulators), will be determined by the superintendent. Also, every other Monday venting of the greens surfaces with various methods will be done. Examples are Needle tining and knifing. Such practices are planned and timed to minimize disruption to play on the golf course. These practices may take place at any time during the year.
 9. Closing of the putting greens will be done 1 at a time, when necessary, at the discretion of the superintendent on days of low participation.
 10. The course will close for play each year on the last day of November or when weather becomes detrimental to traffic on the turf. The course will re-open sometime in or around the latter part of March as grass begins to grow and the turf has the ability to recover from damage incurred from normal play.

II. TEES

A. Equipment

1. 3 total Toro Reelmaster 3550-D, 2025, 10-year life expectancy
2. Aerification machines
3. Blowers
4. Topdressers

B. Tee Standards - The objective is a teeing surface that is smooth, firm, level and without weeds. Tees will be closely mowed and consist of predominately bentgrass.

1. Tees will be mowed two times a week at a height of 7/16". Growth regulators will be used regularly to control growth rate. Tees will be mowed an extra day if needed.
2. Divots will be filled daily when possible.
3. Tees will be aerated a minimum of 3 times per year with 5/8" hollow coring tines or solid tines. Heavy topdressing (when able) will be applied to help fill holes and promote healing. Knifing will be done periodically. Exact dates will depend on weather and current conditions. Usually, aerification will take place in May and September.
4. Garbage at the tees will be picked up on Mon., Wed., Fri., Sat., and Sun. Removal of debris will be done daily prior to golf play when able.
5. Tee markers will be changed daily or as needed. Ball washers will be serviced a minimum of once per week during the golf season.
6. Standard agronomic practices to promote and ensure overall turf health, as mentioned in the previous section on greens, will be determined by the superintendent. Such practices are planned and timed to minimize disruption to play.
7. Tees will be irrigated in the same manner as greens. Hand watering and syringing will take place during the day as needed.

III. FAIRWAYS

A. Equipment

1. 6 total Toro 3555-D Fairway Mowers 2025, 10-year life expectancy
2. 1 Toro 1298 aerifier, 2022, 15-year life expectancy
3. 1 Toro Outcross 2090, 2024, 25-year life expectancy
4. 7 Debris Blowers (Buffalo/Toro), 2002-2023, 10-year life expectancy
5. 1 John Deere 2020A ProGator GPS guided sprayer, 2013, 15-year life expectancy
6. Aerification equipment
7. 3 Toro 1800 26" walk mowers, purchased used, 6-year life expectancy

B. Fairway Standards - The objective is fairway turf with good density, uniformity, smoothness and firmness with a minimum of thatch while exhibiting good drought tolerance.

1. Fairways will be mowed at 1/2" during the golfing season. Fairways are mowed three to four times per week or as needed depending upon growth and time of year. Fairways are mowed with both 5 gang machines and triplexes. Collars are mowed with 26" walking mowers.
2. Fairways will be aerified a minimum of 2 times per year. 5/8" solid tines are used each time. Typical dates for this operation are late March/early April and again in mid-September. Aerification will also be done in the spring and fall.
3. Fairway irrigation will be done during the night hours. Syringing of fairways during the day will be done in the summer months when necessary. There is no hand watering of fairways unless absolutely needed.
4. Standard agronomic practices to promote and ensure overall turf health and playability, as mentioned in the two previous sections, will be determined by the superintendent. Plant protectant applications (insecticides, herbicides, fungicides and growth regulators) will be applied to the bentgrass surfaces weather permitting.

IV. ROUGH

A. Equipment

1. 1 Progressive ProFlex 2021, 10-year life expectancy
2. 1 John Deere 3033R tractor, 2023, 25-year life expectancy
3. 1 Toro 4700 D, 2015, 10-year life expectancy
4. 2 Toro Side Winders, 2006, 10-year life expectancy
5. 3 John Deere 7400A terrain cut mowers, 10-year life expectancy

B. Rough Standards - The objective with rough maintenance is to find a balance between rough that is penal but does not compromise speed of play or the enjoyment of playing the game of golf.

1. Intermediate rough is cut at a height of 1 inch and at a frequency of at least 2 times per week. More often it will be a 3 times per week practice.
2. Rough is mowed a minimum of once a week at 2.5". Touch up mowing is done later in the week to give the course a neat appearance for weekend play. Primary rough areas are mowed with a riding rotary mower. A reel mower set at 1" is used around greens. Tight areas around greens, tees and bunkers are mowed with push rotary mowers.
3. Rough areas around greens are sprayed with herbicide/insecticide products on one to two times to ensure turf health and playability.
4. Irrigation of the rough is done when greens, tees and fairways are irrigated along with numerous designated rough sprinklers.
5. Areas of un-mowed turf will be kept free of weeds and cut only 2 times per season.

V. BUNKERS

A. Equipment

1. 2 Toro 2040Z Bunker Rakes, 2019, 10-year life expectancy
2. 4 Trimming mowers
3. 10 String trimmers

B. Bunker Standards - The objective is to have bunkers that play consistently and are firm but not hard. The bunkers should have clean edges and compliment the aesthetic quality of the golf course.

1. Bunkers are raked almost daily by hand. When needed mechanical raking is done and the perimeters of the bunkers are hand raked.
2. Rakes are placed around the outside perimeter of each bunker so that players will not have difficulty finding one with which to fix their own prints.
3. The edges of the bunkers are trimmed 1-2 times per week to provide a neat and clean appearance.
4. Bunkers perimeters are trimmed back to the original edge one or two times per season

VI. PRACTICE FACILITIES

A. Equipment

1. Ball Picker, 2015 6-year life expectancy
2. EZ Go Cart, 2013, 10-year life expectancy
3. Gator Picker with cage for backup

B. Golf Range Standards

1. The range tees are mowed two times per week
2. The range target greens are mowed two times per week, usually Monday and Friday.
3. The range rough itself is mowed twice per week. This is done in coordination with the golf staff as they are responsible for cleaning the balls on the range. Mowing the range rough is done first thing in the morning on Mondays and Thursdays.
4. The short game practice area green will generally be mowed daily during the golf season.
5. The short game practice area tee and fairway/approach will be mowed two times per week. The mowing schedule will be the same as the regular golf course tees/approaches.
6. The rough areas around the short game practice area will be mowed once a week in coordination with the caddy staff cleaning balls from this area.
7. The bunkers will be hand raked daily during the season.
8. Common agronomic practices for these areas will be scheduled in conjunction with the regular golf course (aerification, fertilizing, chemical applications, etc.) as determined by the golf course superintendent.

VII. CLUBHOUSE

- A. The common areas around the clubhouse grounds will be mowed and trimmed twice each week, or as needed during the season.
- B. Planting and maintenance of all landscape areas will be the responsibility of the staff.
- C. All landscape beds will be kept neat and clean of weeds.
- D. Mulching of all beds will be done at least once per year in the spring and again as needed throughout the season.
- E. Patron areas are cleaned daily

VIII. TREES

- A. Tree Equipment
 - 1. 1 Vermeer SC252 stump grinder, 2001, life expectancy 30 years
 - 2. 1 Vermeer BC1400 woodchipper, 2003, life expectancy 30 years
 - 3. Chain saws & pole saws of various sizes
- B. Trees on the golf course will be maintained yearly for low branches and dead or diseased trees.
- C. A tree maintenance company will be on the property once a year to do maintenance to trees that the grounds department cannot reasonably handle. This work will take place predominantly during the winter months.
- D. A tree removal/replacement program will be in effect in perpetuity. Trees will be evaluated by trained professional consultants to analyze their impact, both negative and positive on the golf course. Recommendations will be made for removal as well as replanting.

IX. MAINTENANCE EQUIPMENT

- A. Shop Equipment
 - 1. 1 Foley reel grinder, 2001, 15-year life expectancy
 - 2. 1 Foley bedknife grinder, 2001, 15-year life expectancy
 - 3. 1 Golf Lift, 2016, 30-year life expectancy
 - 4. 1 Precision Metal Works vehicle lift, 1990, 50-year life expectancy
 - 5. 1 Vermeer LM42 trencher, 1990, 30-year life expectancy
 - 6. 1 Jib crane, 2014, 20 years life expectancy
- B. Utility Carts
 - 1. 1 10-year life expectancy
 - 2. 3 John Deere Pro Gator, 1-2007, 2-2018 10-year life expectancy
 - 3. 12 John Deere 6x4 Gators, Years vary 10-year life expectancy, 6 new in 2025
 - 4. 1 EZ Go utility cart, 2006, 10-year life expectancy
 - 5. 1 John Deere 625i, 2016, 10-year life expectancy
 - 6. 3 Cushman Haulers, 72v carts, 2019, 10-year life expectancy
- C. Sprayers
 - 1. John Deere 300-Gal GPS guided Sprayer, 10-year life expectancy
 - 2. John Deere 300-Gal Sprayer w/GPS TurfLux system, 2012, 10-year life expectancy
 - 3. Lesco trailer sprayer, 1996, 50-year life expectancy
- D. Tractors

1. John Deere 4100, 1990 25-year life expectancy
 2. Kubota, 2004, 25-year life expectancy
- E. Small machines used daily to monthly are replaced as needed (backpack blowers, 21" mowers, chain saws)
 - F. The equipment manager and staff are responsible for all repairs and maintenance to the equipment used to maintain the golf course and grounds.
 - G. Any equipment used during the day should be cleaned off and parked in good working order.
 - H. The equipment manager is responsible for managing the equipment/repair budget within the department's operating budget.
 - I. Golf carts from other departments will have preventive maintenance and repairs done by the equipment manager/ grounds department.
 - J. Preventive maintenance (cleaning, battery water, charging, etc.) of SGC's golf cart fleet is the responsibility of the golf staff. The golf staff are responsible for reporting any necessary repairs to the equipment manager.
 - K. The grounds staff are responsible for keeping the entire maintenance facility and its surroundings neat and clean.
 - L. The lunchroom, shop area and offices will be kept in a neat and orderly manner and will be cleaned on a regular basis.
- X. SNOW REMOVAL
- A. Equipment
 1. 1 Ford F-250, 2016, 15-year life expectancy
 2. 1 Ford F-350 HD dump truck, 2017, 15-year life expectancy
 3. 1 John Deere Skid Loader 325G, 2022, 25-year life expectancy
 4. 1 Caterpillar excavator 303, 2022, 25-year life expectancy
 5. 1 Toro Outcross 2090, 2024, 25-year life expectancy
 - B. Snow accumulations of greater than 1 inch will require full-time grounds employees to come into work when on-call.
 - C. Monitoring for inclement weather is necessary.
 - D. All sidewalks will be cleared and salted surrounding the clubhouse as well as emergency exits.
 - E. Plowing will be done after more than 1 inch has accumulated.
 - F. Salting will be done at key areas during the storm and remainder of parking lot/drive done when snow is removed.

11.8 GOLF COURSE EVALUATION

HOLE NUMBER	FEATURE	ISSUES TO ADDRESS	SIZE	YEAR BUILT	ADEQUATE SIZE	DRAINAGE NEEDED	CONDITION
1	GREEN		5,400 FT2	2019	Y		GOOD
1	BLACK TEE		3,200 FT2	2019	Y		GOOD
1	STONE TEE		3,200 FT2	2019	Y		FAIR

1	GREY TEE		450 FT2	2019	Y		GOOD
1	CEDAR TEE		1,460 FT2	2019	Y		GOOD
1	FAIRWAY		3.8 ACRES	2019	Y		GOOD
1	BUNKERS (4)		4,000 FT2	2019	Y		GOOD
1	CART PATH		1,850 FT	2019	Y		GOOD
2	GREEN		4,500 FT2	2019	Y		GOOD
2	BLACK TEE		2,000 FT2	2019	Y		GOOD
2	STONE TEE		2,000 FT2	2019	Y		GOOD
2	GREY TEE		1,300 FT2	2019	Y		GOOD
2	CEDAR TEE		1,300 FT2	2019	Y		GOOD
2	FAIRWAY		2 ACRES	2019	Y		GOOD
2	BUNKERS		2,000 FT2	2019	Y		GOOD
2	CART PATH		1,200 FT	2019	Y		GOOD
3	GREEN		4,800 FT2	2019	Y		GOOD
3	BLACK TEE		1,100 FT2	2019	Y		GOOD
3	STONE TEE		4,100 FT2	2019	Y		GOOD
3	GREY/CEDAR TEE		3,200 FT2	2019	Y		GOOD
3	FAIRWAY		1,750 FT2	2019	Y		GOOD
3	BUNKER		990 FT2	2019	Y		GOOD
3	CART PATH		840 FT	2019	Y		GOOD
4	GREEN		4,500 FT2	2019	Y		GOOD
4	BLACK TEE		620 FT2	2019	Y		GOOD
4	STONE TEE		1,950 FT2	2019	Y		GOOD
4	GREY TEE		806 FT2	2019	Y		GOOD
4	CEDAR TEE		806 FT2	2019	Y		GOOD
4	FAIRWAY		2.4 ACRES	2019	Y		GOOD
4	BUNKERS		2,000 FT2	2019	Y		GOOD
4	CART PATH		1,970 FT	2019	Y		GOOD
5	GREEN		4,600 FT2	2019	Y		GOOD
5	BLACK TEE		3,600 FT2	2019	Y		GOOD
5	STONE TEE		1,200 FT2	2019	Y		GOOD
5	GREY TEE		1,200 FT2	2019	Y		GOOD
5	CEDAR TEE		1,250 FT2	2019	Y		GOOD
5	FAIRWAY		1 ACRE	2019	Y		GOOD
5	BUNKERS (3)		3,000 FT2	2019	Y		GOOD
5	CART PATH		1,115 FT	2019	Y		GOOD
6	GREEN		4,200 FT2	2019	Y		GOOD
6	BUNKERS (2)		1,000 FT2	2019	Y		GOOD
6	BLACK TEE		900 FT2	2019	Y		GOOD
6	STONE TEE		1,200 FT2	2019	Y		GOOD
6	GREY TEE		800 FT2	2019	Y		GOOD
6	CEDAR TEE		800 FT2	2019	Y		GOOD

HOLE NUMBER	FEATURE	ISSUES TO ADDRESS	SIZE	YEAR BUILT	ADEQUATE SIZE	DRAINAGE NEEDED	CONDITION
6	BUNKER		2,000 FT2	2019	Y		GOOD
6	CART PATH		610 FT	2019	Y		GOOD
7	GREEN		4,400 FT2	2019	Y		GOOD
7	BLACK TEE		300 FT2	2019	Y		GOOD
7	STONE TEE		4,000 FT2	2019	Y		GOOD
7	GREY TEE		1,200 FT2	2019	Y		GOOD
7	FAIRWAY		2.0 ACRES	2019	Y		GOOD
7	BUNKERS (2)		3,500 FT2	2019	Y		GOOD
7	CART PATH		1,400 FT	2019	Y		GOOD
8	GREEN		4,500 FT2	2019	Y		GOOD
8	B/S/G/C TEES		2,500 FT2	2019	Y		GOOD
8	GREEN TEE		2,100 FT2	2019	Y		GOOD
8	FAIRWAY		1.2 ACRES	2019	Y		GOOD
8	BUNKERS (3)		7,000 FT2	2019	Y		GOOD
8	CART PATH		1,260 FT	2019	Y		GOOD
9	GREEN		5,300 FT2	2019	Y		GOOD
9	BLUE/WHITE TEE		3,100 FT2	2019	Y		GOOD
9	RED/GREEN TEE		680 FT2	2019	Y		GOOD
9	FAIRWAY		1.5 ACRES	2019	Y		GOOD
9	BUNKERS (2)		2,000 FT2	2019	Y		GOOD
9	CART PATH		1,575 FT	2019	Y		GOOD
10	GREEN		5,200 FT2	2018	Y		GOOD
10	BLACK TEE		1,000 FT2	2018	Y		GOOD
10	STONE/GREY TEE		2,400 FT2	2018	Y		GOOD
10	CEDAR TEE		1,200 FT2	2018	Y		GOOD
10	FAIRWAY		1.6 ACRES	2018	Y		GOOD
11	BUNKERS (2)		3,300 FT2	2018	Y		GOOD
10	CART PATH		1700 FT	2018	Y		GOOD
11	GREEN		5,000 FT2	2018	Y		GOOD
11	TEE		5,900 FT2	2018	Y		GOOD
11	CEDAR/GRAY TEE		1200 FT2	2018	Y		GOOD
11	FAIRWAY		2.2 ACRES	2018	Y		GOOD
11	BUNKERS (4)		3,300 FT2	2018	Y		GOOD
11	CART PATH		1,436 FT	2018	Y		GOOD
12	GREEN		4,400 FT2	2018	Y		GOOD
12	BLACK TEE		1,200 FT2	2018	Y		GOOD
12	STONE TEE		1,500 FT2	2018	Y		GOOD
12	GRAY TEE		600 FT2	2018	Y		GOOD
12	CEDAR TEE		600 FT2	2018	Y		GOOD

HOLE NUMBER	FEATURE	ISSUES TO ADDRESS	SIZE	YEAR BUILT	ADEQUATE SIZE	DRAINAGE NEEDED	CONDITION
12	FAIRWAY		1.3 ACRES	2018	Y		GOOD
12	BUNKER		1,700 FT2	2018	Y		GOOD
12	CART PATH		1,400 FT	2018	Y		GOOD
13	GREEN		5,000 FT2	2018	Y		GOOD
13	BLACK TEE		1,200 FT2	2018	Y		GOOD
13	STONE TEE		2,800 FT2	2018	Y		GOOD
13	GREY TEE		950 FT2	2018	Y		GOOD
13	CEDAR TEE		600 FT2	2018	Y		GOOD
13	FAIRWAY		1.4 ACRES	2018	Y		GOOD
13	BUNKERS (4)		3,600 FT2	2018	Y		GOOD
13	CART PATH		1,775 FT	2018	Y		GOOD
14	GREEN		5,200 FT2	2018	Y		GOOD
14	BLACK TEE		5,000 FT2	2018	Y		GOOD
14	STONE TEE		5,000 FT2	2018	Y		GOOD
14	GR/CE TEE		1,500 FT2	2018	Y		GOOD
14	FAIRWAY		1,400 FT2	2018	Y		GOOD
14	BUNKER (2)		600 FT2	2018	Y		GOOD
14	CART PATH		780 FT	2018	Y		GOOD
15	GREEN		5,000 FT2	2018	Y		GOOD
15	BLACK TEE 1		350 FT2	2018	Y		GOOD
15	BLACK TEE 2		988 FT2	2018	Y		GOOD
15	STONE TEE		2,590 FT2	2018	Y		GOOD
15	GR/CE TEE		1,288 FT2	2018	Y		GOOD
15	FAIRWAY		1.6 ACRES	2018	Y		GOOD
15	BUNKER (3)		1000 FT2	2018	Y		GOOD
15	CART PATH		1,400 FT2	2018	Y		GOOD
16	GREEN		5,000 FT2	2018	Y		GOOD
16	BLACK TEE 1		300 FT2	2018	Y		GOOD
16	BLACK TEE 2		1,000 FT2	2018	Y		GOOD
16	STONE TEE		1,000 FT2	2018	Y		GOOD
16	GREY TEE		800 FT2	2018	Y		GOOD
16	CEDAR TEE		600 FT2	2018	Y		GOOD
16	STONE TEE		1200 FT2	2018	Y		GOOD
16	FAIRWAY		3 ACRES	2018	Y		GOOD
16	BUNKERS (3)		4,900 FT2	2018	Y		GOOD
16	CART PATH		2,098 FT	2018	Y		GOOD
17	GREEN		4,600 FT2	2018	Y		GOOD
17	BLACK TEE		1,600 FT2	2018	Y		GOOD
17	ST/GR TEE		3,000 FT2	2018	Y		GOOD
17	CEDAR TEE		1,700 FT2	2018	Y		GOOD

17	FAIRWAY		10,750 FT2	2018	Y		GOOD
17	BUNKER (2)		975 FT2	2018	Y		GOOD

HOLE NUMBER	FEATURE	ISSUES TO ADDRESS	SIZE	YEAR BUILT	ADEQUATE SIZE	DRAINAGE NEEDED	CONDITION
17	CART PATH		780 FT	2018	Y		GOOD
18	GREEN		5,100 FT2	2018	Y		GOOD
18	BLACK TEE 1		500 FT2	2018	Y		GOOD
18	BLACK TEE 2		800 FT2	2018	Y		GOOD
18	STONE TEE		1,000 FT2	2018	Y		GOOD
18	GREY TEE		1,000 FT2	2018	Y		GOOD
18	CEDAR TEE		1,000 FT2	2018	Y		GOOD
18	FAIRWAY		1.6 ACRES	2018	Y		GOOD
18	CART PATH		1,300 FT	2018	Y		GOOD
19	GREEN		5,000 FT2	2017	Y		GOOD
19	BLACK TEE		600 FT2	2017	Y		GOOD
19	STONE TEE		1,000 FT2	2017	Y		GOOD
19	GREY TEE		600 FT2	2017	Y		GOOD
19	CEDAR TEE		600 FT2	2017	Y		GOOD
19	FAIRWAY		2 ACRES	2017	Y		GOOD
19	BUNKERS (2)		1,000 FT2	2017			GOOD
19	CART PATH		1,515 FT	2017	Y		GOOD
20	GREEN		5,000 FT2	2017	Y		GOOD
20	BL/ST TEE		2,100 FT2	2017	Y		GOOD
20	GREY TEE		760 FT2	2017	Y		GOOD
20	CEDAR TEE		940 FT2	2017	Y		GOOD
20	FAIRWAY		2 ACRES	2017	Y		GOOD
20	BUNKERS (4)		2,660 FT2	2017	Y		GOOD
20	CART PATH		1,200 FT	2017	Y		GOOD
21	GREEN		4,500 FT2	2017	Y		GOOD
21	BLACK TEE		2,000 FT2	2017	Y		GOOD
21	STONE TEE		2,000 FT2	2017	Y		GOOD
21	GR/CE TEE		800 FT2	2017	Y		ADEQUATE
21	FAIRWAY		3,000 FT2	2017	Y		GOOD
21	BUNKER		880 FT2	2017	Y		GOOD
21	CART PATH		980 FT	2017	Y		GOOD
22	GREEN		4,500 FT2	2017	Y		GOOD
22	BL/ST TEE		1,900 FT2	2017	Y		ADEQUATE
22	GR/CE TEE		836 FT2	2017	Y		GOOD
22	FAIRWAY		1.2 ACRES	2017	Y		GOOD
22	BUNKERS (5)		3,000 FT2	2017	Y		GOOD
22	CART PATH		940 FT2	2017	Y		GOOD

23	GREEN		4,500 FT2	2017	Y		GOOD
23	BL/ST TEE		4,500 FT2	2017	Y		GOOD
23	GREY TEE		1,300 FT2	2017	Y		GOOD
23	CEDAR TEE		500 FT2	2017	Y		GOOD
23	FAIRWAY		1.5 ACRES	2017	Y		GOOD

HOLE NUMBER	FEATURE	ISSUES TO ADDRESS	SIZE	YEAR BUILT	ADEQUATE SIZE	DRAINAGE NEEDED	CONDITION
23	BUNKERS (2)		1,500 FT2	2017	Y		GOOD
23	CART PATH		1,210 FT	2017	Y		GOOD
24	GREEN		4,000 FT	2017	Y		GOOD
24	BLACK TEE		3,000 FT2	2017	Y		GOOD
24	STONE TEE		2,500 FT2	2017	Y		GOOD
24	GREY TEE		500 FT2	2017	Y		GOOD
24	CEDAR TEE		2,500 FT2	2017	Y		GOOD
24	FAIRWAY		1 ACRE	2017	Y		GOOD
24	BUNKERS (2)		6,000 FT2	2017	Y		GOOD
24	CART PATH		1,600 FT	2017	Y		GOOD
25	GREEN		4,200 FT2	2017	Y		GOOD
25	BLACK TEE 1		800 FT2	2017	Y		GOOD
25	BLACK TEE 2		1,500 FT2	2017	Y		GOOD
25	STONE TEE		2,000 FT2	2017	Y		GOOD
25	GR/CE TEE		2,000 FT2	2017	Y		GOOD
25	FAIRWAY		1.2 ACRES	2017	Y		GOOD
25	BUNKER		1000 FT2	2017	Y		GOOD
25	CART PATH		800 FT	2017	Y		GOOD
26	GREEN		5,400 FT2	2017	Y		GOOD
26	BL/ST/GR TEE		4,200 FT2	2017	Y		GOOD
26	CEDAR TEE		600 FT2	2017	Y		GOOD
26	FAIRWAY		2 ACRES	2017	Y		GOOD
26	BUNKERS (4)		3,000 FT2	2017	Y		GOOD
26	CART PATH		1,500 FT	2017	Y		GOOD
27	GREEN		4,000 FT2	2017	Y		GOOD
27	BLACK TEE		1,000 FT2	2017	Y		GOOD
27	STONE TEE		2,500 FT2	2017	Y		GOOD
27	GREY TEE		1,100 FT2	2017	Y		GOOD
27	CEDAR TEE		1,000 FT2	2017	Y		GOOD
27	FAIRWAY		2 ACRES	2017	Y		GOOD
27	BUNKERS (5)		7,700 FT2	2017	Y		GOOD
27	CART PATH		1,827 FT	2017	Y		GOOD
PRACTICE	PLAYERS P.G.		10,000 FT2	2017	Y		GOOD

PRACTICE	TOURN. P.G.		3,900 FT2	2019	Y		GOOD
PRACTICE	RANGE TEE		25,000 FT2	2017	Y		GOOD
PRACTICE	TEACHING TEE		3,000 FT2	2017	Y		GOOD
PRACTICE	TEACHING TEE		6,600 FT2	2008	N		GOOD
PRACTICE	BUNKERS (5)		3,780 FT2	2019	Y		GOOD
PRACTICE	CART PATH		1,000 FT	2017	Y		GOOD
PRACTICE	CHIPPING GREEN		2,000 FT2	2017	Y		GOOD
PRACTICE	FAIRWAY		11,500 FT2	2017	Y		GOOD

11.9 Building & Facility Inventory / Evaluation

All building & facility Inventory/Evaluation regarding Schaumburg Golf Club will be directly provided to SPD Director of Facilities.

11.10 INITIATIVES

I. CUSTOMER SATISFACTION

- A. Continue to prioritize positive interactions and service excellence through a comprehensive pre-season training workshop focused on hospitality, communication, and problem resolution.
- B. Launch a “Moments that Matter” service initiative – a monthly focus on enhancing key touchpoints such as check-in, course interaction, and post-round engagement.
- C. Implement a real-time customer feedback loop using short QR or text-based surveys after play to monitor satisfaction and address issues immediately.
- D. Introduce new programs and incentives, evaluating each seasonally for participation, revenue, and community impact to ensure offerings stay fresh and relevant.
- E. Maintain a consistent standard of superior service that reflects the Schaumburg Park District’s community-first mission.

II. FINANCIAL SUSTAINABILITY

- A. Expand strategic vendor partnerships with Titleist, FootJoy, Callaway, TaylorMade, and Srixon to improve wholesale pricing, free display materials, and staff apparel discounts — increasing retail margins and enhancing merchandising quality.
- B. Explore dynamic pricing 2.0, leveraging demand analytics and time-of-day data to optimize tee-time utilization and yield.
- C. Track labor cost as a percentage of total operations, with quarterly reviews to ensure alignment with budget targets while maintaining course conditioning and guest satisfaction standards.
- D. Develop diversified revenue opportunities, including simulator leagues, short-format events, and “Golf & Wellness” experiences connecting golf with recreation and fitness programming.
- E. Sustain high course and service standards while generating an appropriate surplus to support long-term capital reinvestment and sustainability initiatives.

III. OPERATIONAL EXCELLENCE

- A. Implement and regularly review the comprehensive business plan for Schaumburg Golf Club, including quarterly progress reviews and KPI tracking.

- B. Enhance operational alignment with Ala Carte through joint planning sessions, focusing on customer experience consistency between golf and food service operations.
- C. Hold bi-monthly coordination meetings with facility maintenance and Ala Carte teams to ensure proactive repair, cleanliness, and presentation standards across facilities.
- D. Investigate and introduce special events on the patio, music etc.
- E. Expand partnerships with local schools, veterans' groups, and community organizations to strengthen outreach and introduce new players to the game.

IV. EMPLOYEE DEVELOPMENT AND ENGAGEMENT

- A. Support and require PGA education progress for assistant professionals, encouraging advancement to Class A membership and celebrating milestones as a team achievement.
- B. Provide vendor-led product training and online educational tools (videos, guides, print material) to ensure staff confidence and product expertise.
- C. Conduct annual safety and risk management training in partnership with the Park District's safety program.
- D. Foster a culture of collaboration through team recognition, peer feedback, and regular professional development discussions that connect education directly to improved guest experience.

SECTION 12.0 – RECREATION

12.1 RESPONSIBILITIES / ACCOUNTABILITY

The Schaumburg Park District Recreation Department is responsible for all programming and facility operations. Facilities include the Community Recreation Center, Water Works, Meineke Recreation Center and pool, Bock Neighborhood Center and pool, Schaumburg Tennis Plus, Sport Center, Atcher Pool, Shephard Center Early Childhood Center and Safety Park, Olympic Park scheduling, and the individual areas within those facilities, e.g., fitness centers, senior center. Programming includes all athletics, seniors, teens, cultural arts, fitness, general programs, special events, before and after school programs, early childhood, camps and aquatics.

The Recreation Department includes 22 full-time staff and over 700 part-time and seasonal employees.

12.2 ORGANIZATION / PERSONNEL

- I. **DIRECTOR OF OPERATIONS/DEPUTY DIRECTOR**
In charge of the department and all facilities and recreation programs, the district's facility maintenance department, and capital projects and planning.
- II. **SUPERINTENDENT OF RECREATION FACILITIES**
Supervises the Manager of Aquatics & Fitness and the Manager of Athletics. Directly oversees Schaumburg Tennis Plus facility and all tennis contractual programming.
- III. **MANAGER OF AQUATICS & FITNESS**
Responsible for Aquatics Supervisor (indirect - Supervisor of Parties/Rentals & Special Events), Meineke Center Manager, & Assistant Manager of the Community Recreation Center.
- IV. **MANAGER OF MEINEKE RECREATION CENTER**
Responsible for MRC facility, pool, front counter staff, group fitness program, and group exercise instructors, as well as personal trainers.
- V. **SUPERVISOR OF AQUATICS**
Responsible for all aquatic programs at Atcher Island, Water Works and Bock Pool, training for all lifeguards, learn to swim program and supervision of the Supervisor of Parties/Rentals & Special Events.
- VI. **SUPERVISOR OF THE COMMUNITY RECREATION CENTER**
Supervises all front counter and various aspects of the CRC operation including the weekly building schedule, K-9 Dog Park,

CRC/ATCHER/Volkening Lake concessions, Volkening Lake boat rentals, and Table Tennis.

- VII. **SUPERVISOR OF PARTIES/RENTALS & SPECIAL EVENTS**
Responsible for all party staff, CRC room rentals, Water Works and Atcher Island pool rentals and group outings, birthday parties at other SPD facilities, & District-wide special events.
- VIII. **ASSISTANT SUPERVISOR OF ATHLETICS**
Responsible for assisting the Athletic Department with programs, leagues, rentals, staff, and other duties as assigned. Also acts as night and the weekend manager on duty for Olympic Park and the Sport Center.
- IX. **SUPERVISOR OF SPORT CENTER & ATHLETICS**
Oversees operations at The Sport Center, as well as The Sport Center and Olympic Park Concessions. Responsible for all rentals, leagues and activities, marketing, front counter, gymnastics and custodians at the Sport Center.
- X. **MANAGER OF ATHLETICS**
Responsible for Supervisor of Sport Center & Athletics and Assistant Supervisor of Athletics. Directly manages operations at Olympic Park. Recreation Department liaison to SAA.
- XI. **SUPERINTENDENT OF RECREATION PROGRAMMING**
In charge of most Recreation Department's programs and several facilities, Spring Valley & Pat Shephard Center. Supervises the Manager of Education Services, Supervisor of Cultural Arts, Senior Supervisor, & Manager of Spring Valley.
- XII. **MANAGER OF EDUCATION SERVICES**
Responsible for Assistant KASPER Manager, Community Outreach and Enrichment Supervisor and the Early Education Supervisor. Responsible for managing all aspects of the before and after school program, summer camp and 35+ part-time non-exempt direct reports.
- XIII. **ASSISTANT MANAGER OF KASPER PROGRAMS**
Overseeing all SPD bus drivers and bus scheduling, hiring part-time KASPER staff and assisting with the activities of the before and after school program and summer camp.
- XIV. **SUPERVISOR OF EARLY CHILDHOOD**
Responsible for three SPD Preschool sites and staff, operations of Shephard Center, Safety Park, Bock during the preschool year and Summer Camps

- XV. **COMMUNITY OUTREACH AND ENRICHMENT SUPERVISOR**
Responsible for community outreach and enrichment for early education programming, Days-off, Winter Break, Spring Camp and Summer Camps (Field Trips, on-site enrichment, one-day and multi-week tot programming)
- XVI. **SUPERVISOR OF CULTURAL ARTS**
Responsible for all SPD theatre, dance, visual arts and cultural arts special events
- XVII. **ASSISTANT SUPERVISOR OF CULTURAL ARTS**
Responsible for SPD theatre, visual arts and cultural arts special events
- XVIII. **SUPERVISOR OF SENIOR & ADULT PROGRAMS**
Responsible for the CRC Senior Center and all senior programs and trips
- XIX. **MANAGER OF SPRING VALLEY**
Supervises Visitor Services Coordinator, Environmental Educator, & Farm Program Supervisor
- XX. **SUPERVISOR OF ENVIRONMENTAL EDUCATION**
Responsible for school field trips and camp programs and staff
- XXI. **VISITOR SERVICES COORDINATOR**
Oversees the volunteer coordinator, rentals and front counter staff
- XXII. **SUPERVISOR OF FARM PROGRAMS**
Responsible for farm operations, farm programs and staff

12.3 SWOT ANALYSIS

I. STRENGTHS

- A. Multiple, diverse facilities
- B. Convenient locations throughout Schaumburg
- C. Talented programming and facility staff
- D. Results of survey show residents are satisfied with its services –
- E. Rates are a value and affordable
- F. Multiple revenue streams
- G. Strong before and after school programs
- H. Three preschool sites
- I. Strong capital budget
- J. Excellent aquatic opportunities
- K. Programming for infants through seniors
- L. Wide variety of special events
- M. Good transportation fleet for KASPER, Camps, and Senior trips
- N. Good inter-departmental relations
- O. Region wide attractions, e.g., Sport Center, Olympic Park, Water Works

- P. Excellent indoor tennis facility
- Q. Unlimited programming opportunities
- R. Strong backing by the Park Board
- S. Excellent summer camps and programs
- T. Large population base for participants
- U. SAA as a provider for all competitive sports
- V. Fitness opportunities and programs at multiple facilities
- W. Strong wellness programs for staff and community
- X. Recent renovations at multiple facilities to keep up with Trends and demands

II. WEAKNESSES

- A. Facilities are older and need frequent repairs
- B. Cleanliness of all facilities is a daily challenge
- C. Offering a la carte services such as fitness classes, separate pool and fitness memberships as opposed to one price
- D. Programming effectiveness – offering timeslots that allow for people to sign up for multiple programs in one facility for ease
- E. Lack of warm water therapy pool

III. OPPORTUNITIES

- A. SPD already has a very large senior fitness population. We have an excellent opportunity to capture more of this market as the population ages
- B. Continued efforts, need to be made to involve the growing diverse populations
- C. Opportunities to better its relationship with the schools
- D. Ability to involve families from before school age
- E. Cross-promoting programs
- F. Provide a better variety of activities for adults.
- G. Excellent opportunities to market and promote its facilities and programs via multiple sources
- H. Opportunity to become the main source of healthy lifestyle choice for all of Schaumburg.
- I. Marketing opportunities in social media

IV. THREATS

- A. Location competition, surrounding park districts, private fitness clubs large and small, public and private preschools and day cares, other local senior centers, private dance studios, local school after school activities, teams and clubs, School of Rock
- B. Obesity epidemic threatening to make this and the next generation more sedentary and unhealthier and possibly not participate in SPD offerings
- C. Local school continuing education programs, fitness classes, general interest
- D. Local library programs and SPD programs compete for family leisure time

- E. More local indoor sports complexes being built
- F. Minimum wage increase
- G. Inflation has decreased discretionary family funds
- H. Ongoing labor shortage for part-time positions including lifeguards, CDL drivers, front-counter staff, preschool teachers, before and after school care positions.

12.4 TRENDS

- I. Increase in inclusion aides needed from NWSRA especially in Before and After School Program
- II. Increased focus on health and health equity in the community including supporting mental health and well-being with greater access to parks and green space
- III. Popularity of very large tournaments at Olympic Park
- IV. All-inclusive opportunities, All-inclusive fitness centers
- V. Pickleball becoming more popular
- VI. Family friendly facilities vs. Adult-only facilities – people looking for both Corporate Memberships
- VII. Wellness programs
- VIII. Popularity of activities: eSports, Ninja course activities, High Intensity Training
- IX. Decreasing interest in Gymnastics
- X. Increased Demand for STEAM-Based Opportunities: There is a growing need for more STEAM-focused programs at the early education and school-age levels to enhance learning experiences through both recreational and social-emotional enrichment activities.

12.5 OPERATIONAL AND PROGRAM ANALYSIS (Breakout major revenue areas)

I. ATHLETICS

A. Athletic Programs

1. Adult Leagues 2024

a. Adult Outdoor Softball

- i. 17 leagues, 144 teams
- ii. 2 Softball Coordinators
- iii. 1 Umpire Assignor with “x” amount of Umpires
- iv. Purpose – Provide an outlet for adults to continue to play their favorite sport, have fun, stay fit and socialize.
- v. Target Audience – Resident and non-resident adult softball players
- vi. Trends – Adult softball participation has been on a decline both locally and nationally. While we have successfully maintained interest in recreational teams, competitive leagues have seen a drop, primarily due to a lack of turf fields. On a positive note, the introduction of a new division classification system

- has helped revive competitive teams. Additionally, with the upcoming infield turf project set for 2025, we anticipate a continued increase in participation.
- vii. Challenges – The primary challenges facing adult softball leagues include a general decline in interest, parity in level of play, and the quality of umpires. Unfortunately, the behavior often exhibited by some adult players has led to a growing reluctance among umpires to officiate league games.
 - viii. Future Plans/Initiatives – Continue to promote our leagues on social media platforms that feature established adult softball group pages for the Chicagoland area. Additionally, with the upcoming infield turf project set for 2025, we anticipate a continued increase in participation.

Competitor Price Comparisons - Softball Leagues

Park District	Leagues Offered	# of Games	League Fees	Cost per game
Schaumburg	Men's 12" & 16" Co-Rec 12" & 14"	10	\$825	\$82.50 per game
Arlington Heights (Turf)	Men's 12" & 16" Co-Rec 12" & 14"	10	\$850	\$85per game
Carol Stream (Turf)	Men's 12" & 16" Co-Rec 12" & 14"	12	\$900	\$75 per game
Mt. Prospect	Men's 16" Co-Rec 14"	10	\$800	\$80 per game
Wheeling (Turf)	Men's 12" & 16" Co-Rec 12" & 14"	9	\$800	\$89 per game

- b. Adult Outdoor Soccer
 - i. leagues, 139 teams
 - ii. 1 Soccer Coordinators
 - iii. 1 Referee assignor with "x" amount of Referees
 - iv. Purpose – To provide an outlet for adults to continue to play their favorite sport, have fun, stay fit and socialize.
 - v. Target Audience – resident and non-resident male and female soccer players ages 18 and older.
 - vi. Trends – Adult soccer participation is on the rise, particularly in the rental sector, as individuals seek host sites to run their leagues instead of relying on the park district. However, the introduction of our new division classification system has contributed to a significant increase in SPD league participation.

Furthermore, by incorporating the local co-ed Recreational Adult Soccer Association (RASA), We have added an additional 54 teams to our program each year.

- vii. Challenges – There is significant competition for competitive teams from non-park district leagues like the Premier Soccer League and the Metro Soccer League. Additionally, youth leagues such as the NISL and YSSL have started offering U23 divisions. As a result, many competitive teams are opting for these leagues, which are perceived as more "official" and are sanctioned by governing bodies like US Soccer. Another challenge we face is scheduling, as many leagues play on Sunday mornings and early afternoons, while our leagues are held on Sunday evenings due to high rental demand during the day. We also encounter issues with managing player behavior in the men's leagues and a shortage of quality referees.
- viii. Future Plans – Continue to promote our leagues on social media platforms that feature established adult soccer group pages for the Chicagoland area, as well as maintain the best possible officiating crews by annually reviewing performance along with participant feedback.

c. Adult Indoor Soccer

- i. 6 Leagues, 35 Teams
- ii. 1 Referee Assignor
- iii. Purpose – To offer adults a chance to continue enjoying their favorite sport, have fun, stay active, and socialize.
- iv. Target Audience – resident and non-resident male and female soccer players ages 18 and older
- v. Trends – Number of indoor facilities with turf fields in the Chicago suburbs has increased. Soccer is continuing to grow in popularity year over year. The Women's and Men's Leagues are held during the Spring, Summer & Fall seasons. We were able to bring back the Women's League during Summer 2023.
- vi. Challenges – The most significant challenge is that other facilities can offer their leagues at more desirable times & increased competition. This puts the quality and pricing of our leagues both under the microscope, so finding ways to increase revenue is

limited. The Schaumburg Park District has one of the top facilities in the area but must continue to keep prices like the competition. Another significant challenge includes managing the behavior of men's league participants and the shortages of qualified referees.

- vii. Future Plans – To evaluate each league on a seasonal basis and to implement any necessary changes. We will attempt to tap into other areas of marketing such as Social Media Posts, Facebook, Instagram pages, Outdoor Soccer Registrations, etc. to garner new interest.

d. Adult Basketball Leagues

- i. 8 Leagues, 52 Teams
- ii. 2 Scorekeepers
- iii. 1 Referee Assignor
- iv. Purpose – To offer adults a chance to continue enjoying their favorite sport, have fun, stay active, and socialize.
- v. Target Audience – resident and non-resident adult basketball players 18 years and older
- vi. Trends – New facilities continue to be built in the Chicago suburbs, which increases competition. The Fall and Winter leagues continue to be near capacity, Spring and Summer leagues also produce strong numbers since there are not as many leagues in the suburbs at those times of year. The higher-level A Leagues have seen a steady decline in registration, so it is becoming more difficult to differentiate the leagues and keep competition well-balanced.
- vii. Challenges – One challenge faced in adult athletic leagues is staying competitive with fees and facilities, especially as new facilities continue to open. The Schaumburg Park District has one of the top facilities in the area but must continue to keep prices like the competition.
- viii. Future Plans – To evaluate each league on a regular basis and implement any necessary changes. We will attempt to tap into other areas of marketing such as Social Media Posts, Facebook, Instagram pages, etc. to garner new interest.

Adult Basketball Leagues

Park District	Leagues Offered	Amount of Games	League Fees	Cost per game
Schaumburg	Men's	8	\$775	\$96.88 per game
Mt. Prospect	Men's	10	\$825	\$82.50 per game
Carol Stream	Men's	8	\$750	\$93.75 per game
Arlington Hts.	Men's	10	\$905	\$90.50 per game

e. Adult Volleyball

- i. 8 Leagues, 50 Teams
- ii. 1 Referee Assignor
- iii. Purpose – To offer adults a chance to continue enjoying their favorite sport, have fun, stay active, and socialize.
- iv. Target Audience – resident and non-resident adult volleyball players ages 18 and older
- v. Trends – New facilities continue to be built in the Chicago suburbs, which increases competition. The Fall and Winter leagues have strong enrollment, but Spring & Summer leagues continue to be lower. Struggling to maintain 2 distinct tiered leagues each season, often having to combine teams into 2 leagues which hurts competitive balance.
- vi. Challenges – One challenge faced in adult athletic leagues is staying competitive with fees and facilities, especially as new facilities continue to open. The Schaumburg Park District has one of the top facilities in the area but must continue to keep prices like the competition. Lastly, as stated above, it is becoming increasingly difficult to maintain 2 distinct tiered leagues each season based on skill level.
- vii. Future Plans – To evaluate each league on a regular basis and implement any necessary changes. We will attempt to tap into other areas of marketing such as Social Media Posts, Facebook, Instagram pages, etc. to garner new interest. areas of marketing such as Social Media Posts, Facebook, Instagram pages, etc. to garner new interest.

Adult Volleyball Leagues

Park District	Leagues Offered	Amount of Games	League Fees	Cost per game
Schaumburg	Co-Rec	8	\$425	\$53.12 per game
Mt. Prospect	Ladies	10	\$425	\$42.50 per game
Carol Stream	Co-Rec	10	\$500	\$50 per game
Arlington Hts.	Co-Rec & Women's	12	\$645	\$53.75 per game

f. Adult Pickleball

- i. Purpose – To offer adults a chance to continue enjoying their favorite sport, have fun, stay active, and socialize.
- ii. Target Audience – Resident and non-resident adult & young adult Pickleball players
- iii. Trends – Pickleball participation, both locally and nationwide, is booming. It is becoming America's fastest growing sport. The three main areas consist of: drop-in open play, leagues and Tournaments. Although majority of the participation is aged 65+, the younger demographic is expected to grow exponentially within the next few years.
- iv. Challenges – Two of the biggest Challenges for Pickleball is the demand & future competition. With it becoming a fast-growing sport in America, facilities just do not have the space to meet all our participants' needs. This is leading to a scramble for companies to convert their space. Since everyone is trying their best to meet pickleball's demands, this will lead to eventual competition. How will companies separate themselves from certain facilities when everyone has the space?
- v. Future Plans/Initiatives – In the future, we will use various marketing outlets to promote the Pickleball Programs. Our programs will consist of creating an annual membership, seasonal leagues, various youth and adult classes and establishing an annual tournament.

Competitor Price Comparisons - Pickleball Leagues

Park District	Leagues Offered	# of Games	League Fees	Cost per game
Schaumburg	Co-Rec, Men's & Ladies Doubles	8	\$90/team	\$11.25 per game
Carol Stream	Co-Rec Doubles & Men's Doubles	7	\$90/team	\$12.85 per game
Hoffman Estates	Men's 12" & 16" Co-Rec 12" & 14"	8	\$60/team	\$7.50 per game
Northbrook	Men's 12" & 16" Co-Rec 12" & 14"	11	\$115/\$145	\$10.45/\$14.50per game

Adult League Team Totals	
Adult Softball Leagues	144
Adult Outdoor Soccer Leagues	139
Adult Basketball Leagues	52
Adult Co-Rec Volleyball Leagues	50
Adult Indoor Soccer Leagues	35
Adult Pickleball Leagues	90

2. Gymnastics 2025

- a. 359 classes & 1,875 participants
- b. 1 Gymnastics Program/Team Coordinator
- c. Instructors/Coaches
- d. Purpose – provide a safe, fun and recreational opportunity for youth ages 18 months-14 years old to learn basic through advanced gymnastics skills. Also, to provide the opportunity to participate in competitive meets for those on our competitive teams.
- e. Target Audience – Schaumburg Park District resident and surrounding towns' youth ages 18 months-14 years old that have an interest in gymnastics and cheer, as well as parent/tot activities. New programs offered or changes occurring in 2022 – Ninja Gymnastics classes continue to be popular, and staff work to accommodate the waitlist each season. Parent/Tot Open Play, which is less teacher-lead and more individual exploration has been added.
- f. Trends – the current trend is a slow, yet continuous increase in gymnastics program participation. We are seeing stable team participation and in Ninja Gymnastics programming.
- g. Challenges – an ongoing challenge is to maintain appropriate staffing levels due to staff competing at the

high school level or finding adults during the morning/evening sessions.

- h. Future Plans – work with each staff to become an AAU Level 3 coach within 3 years of employment, conduct bi-annual staff meetings/trainings and conduct bi-monthly gymnastics center safety inspections and increase marketing efforts via social media and increase participation with Gymnastics to Ninja equipment and programs.

Competitor Price Comparison – Gymnastics

CENTER NAME	LOCATION	DISTANCE	TYPE	RESIDENT RATES		
				TEAM ¾ hour hrs./wk.	1-hour	2/3/4
Schaumburg PD Sport Center	Schaumburg	NA	Public/Park District	\$13.00	\$18.00	\$7.75/hr (2-3 hrs./wk.)
Itasca Recreation & Fitness Center	Itasca	5 miles/11 minutes	Public/Park District	\$7.85	\$8.57	No Team
Bloomington Johnson Rec. Center	Bloomington	4.4 miles/10 minutes	Public/Park District	\$13.67	\$20.67	Only Tumbling Team
Gymkhana	Hanover Park	3 miles/7 minutes	Private	\$16	\$16	\$13/hr
Signature Gymnastics Academy	Schaumburg	8.5 miles/20 minutes	Private	\$18.75	\$18.75	\$7.50/hr (9/hrs wk.)

SWOT Analysis Gymnastics

STRENGTHS

- Location easily accessible to the Elgin/O'Hare Expressway– easy cross-town traveling
- Established and well know program & competitive team
- New state of the art large screen monitors in the meeting room
- Fees are at mid-range
- Fun, safe & clean facility

WEAKNESSES

- Insufficient spectator viewing area in the main lobby hallway by the Gymnastics Center
- Staff turnover

OPPORTUNITIES

- Continue staff training through AAU

THREATS

- Private business competition in close proximity – Palmers, Bartlett Gymnastics & Gymkhana.

3. Youth Soccer Leagues 2024-25

- a. 10 Divisions, 75 Teams, 1,125 Participants (15 participants per team)
- b. Staff: 1 Soccer Coordinator
- c. 1 Referee Assignor
- d. Purpose – provide competitive indoor soccer leagues for club and travel soccer teams ages U8-U19 during the winter season.
- e. Target Audience – local and regional club and travel soccer teams ages U8-U19.
- f. Trends – teams enjoy playing indoor soccer on fields that do not have “boards” as it prepares them better for the outdoor season. The number of indoor sports complexes with soccer fields continues to increase, so there are more options for teams than ever. A few soccer clubs focus on team training and practices instead of playing in leagues in the winter. We’ve experienced a large decline in girls’ team registration.
- g. Challenges – competition with other facilities to attract teams, teams registering late, wide discrepancy in the skill level of teams in some age divisions results in poor competitive balance. Some clubs prefer playing at facilities that have full 11v11 sized fields or 9v9 fields. Our facility only has 7v7 fields. Additionally, the popularity of Futsal (Brazilian adaptation of indoor soccer played on a sport courts instead of a synthetic field) has grown exponentially over the last 7 years.

- h. Future Plans – Continue promoting our league to clubs that utilize the Sport Center and Olympic Park. Review, evaluate, and potentially change the referee assigning company.

Competitor Price Comparison - Indoor Soccer Leagues

CENTER NAME	LOCATION	DISTANCE	TYPE	RATES	
Schaumburg Park District	Schaumburg	NA	Public	RESIDENT \$1,500/team \$125 per game	NON-RES \$1,575/team \$131.25 per game
Bridgeview Sports Dome	Bridgeview	23 miles	Private	\$2,195/team \$365/game	NA
Romeoville Athletic & Event Center	Romeoville	24 miles	Public	\$2,195/team \$365/game	NA
McCook Athletic & Expedition	La Grange	19 miles	Public	\$1,375/team \$137.50/game	NA

SWOT Analysis – Youth Indoor Soccer Leagues (specific to our own program or facility)

STRENGTHS

- Location – Easy access from expressway
- Excellent Facility
- No boards surrounding the fields
- High 75-foot ceilings
- Offer U8 – U19 boys & girls leagues-not many facilities offer High School ages.
- Discounts for clubs who register 5+ teams

WEAKNESSES

- No 11 v 11 fields
- Not enough weekend times available in facility
- Facility not directly affiliated with outdoor travel leagues
- Insufficient spectator seating
- Facility is no longer among the newest in the area

OPPORTUNITIES

- Leveraging relationships with soccer clubs renting Olympic Park to attract new teams to the league

THREATS

- Additional similar municipal sport centers have been and continue to be built, and some of them offer youth soccer leagues.
- Many other leagues in the area, some of which dedicate their entire weekend to running leagues

B. Athletic Facilities

1. Olympic Park

- a. Facility Purpose – Our goal is to provide a cutting-edge complex featuring both synthetic and natural athletic fields available for rental by clubs and organizations for team practices, games, and Tournaments. Olympic Park also proudly hosts the Schaumburg Park District's outdoor adult athletic leagues, as well as youth athletic classes and camps.
- b. Target Audience – Schaumburg Park District residents and affiliate organizations, local athletic clubs and organizations, and both regional and national tournament organizers.
- c. Facility Amenities
 - i. Eight synthetic turf soccer fields
 - ii. Two natural grass soccer fields
 - iii. Five softball fields
 - iv. Lights for all fields
 - v. Eight lighted pickleball courts
 - vi. Two concession buildings
 - vii. Two lighted basketball courts
 - viii. Skate Park
 - ix. Playground

- x. Garden plots
- xi. Walking path
- xii. Parking for 600 vehicles
- xiii. Access to a 5-level parking garage through business agreement. Parking garage can also be used as an emergency shelter in inclement Weather.
- xiv. Perry Weather lightning detection system
- d. Current Programs
 - i. Adult Softball Leagues (Summer/Fall)
 - ii. Men's & Co-Ed – 144 teams
 - iii. Adult Soccer Leagues (Summer/Fall)
 - iv. Men's & Co-Ed – 139 teams
 - v. We Got Game Contractual Camps & Classes (Spring/Summer/Fall)
 - vi. Basketball, Baseball, Dodgeball, Flag Football, Kickball, Soccer, Softball, Track & Field, Parent/Tot, Pickleball
 - vii. 700+ participants
 - viii. Skyhawks Contractual Camps
 - ix. Baseball, Golf, Soccer, and Track & Field
 - x. 100+ participants
 - xi. 5 Star Soccer Summer Camps – 70+ participants
 - xii. White Sox Baseball Summer Camp – 40+ participants
 - xiii. Dodgeball Days Tournament (July) – 35+ teams
- e. Current Renters (Soccer Fields)
 - i. Schaumburg Athletic Association (SAA) United SC Travel Soccer
 - ii. SAA Football
 - iii. Schaumburg High School
 - iv. Schaumburg Christian School Soccer
 - v. Sockers FC Chicago
 - vi. Northern Illinois Soccer League (NISL)
 - vii. Barca Academy Chicago
 - viii. True Lacrosse
 - ix. Bloomingdale Lightning FC
 - x. SC Hammers Chicago
 - xi. Northfield Flag Football League
 - xii. Chicago Rush SC
 - xiii. Chicago Nation FC
 - xiv. Instituto del Deporte
 - xv. United States Soccer League
 - xvi. Grand FC Mustangs
 - xvii. Chicago Buffalo Soccer
 - xviii. Schaumburg United Soccer
 - xix. Viho Soccer Club

- xx. Gospel Presbyterian Church Soccer
- xxi. Shogun FC
- xxii. Wisloka Chicago
- xxiii. FC Ska
- xxiv. Chicago Fire FC
- xxv. College Coaches Skills Clinics (CCSC) Athletics
- xxvi. Czarni Jaslo FC
- xxvii. 3 Step Sports
- xxviii. 21 Elite Lacrosse
- xxix. Sueno FC
- xxx. TCYFL
- xxxi. Woodsman Rugby
- xxxii. United Airlines
- xxxiii. D2 Lacrosse Showcase
- xxxiv. Premier Soccer League (PSL) Chicagoland
- xxxv. 3v3 Live Soccer
- xxxvi. Common Goals Memorial Day Challenge
Tournament
- xxxvii. Corrigan Sports Lacrosse All-America Tryouts
- xxxviii. Kickball 365 Tournament
- xxxix. Korean-American Soccer Association (KASA)
Tournament
- xl. Firmanent Sports Camp
- xli. Illinois Skill Schools Nike Camp
- xl.ii. Jake Watkins Soccer Camp
- xl.iii. Juventus Academy Soccer Camp
- xl.iv. Kaptiva Sports Real Madrid & Arsenal Soccer
Camps
- xl.v. La Liga McDonald's Camp
- xl.vi. Soccer Camps Pro
- f. Current Rentals (Softball Fields)
 - i. Schaumburg Athletic Association (SAA) Sluggers
Travel Softball
 - ii. SAA Rec Softball
 - iii. Seminole Sports Baseball & Softball Tournaments
 - iv. Game Day USA Baseball Tournament
 - v. Schaumburg Fireman Softball Tournament
 - vi. Illinois Interchurch Softball League (IISL)
 - vii. School District 54 (Rocket Launch)
 - viii. ASA/USA Softball Tournaments
 - ix. Eggs Czarnik Men's A Nationals 16-inch Softball
Tournament
- g. Concessions – features hot dogs, pizza, hot pretzels,
nachos, ice cream, Dippin' Dots, chips, candy, Gatorade,
bottled water, soft drinks, hot chocolate, and coffee.

- h. Staffing Personnel – Olympic Park field rental bookings and overseeing the on-site field supervisors (15) is the responsibility of the Manager of Athletics. Concessions operations including overseeing of concession staff (40) is the responsibility of the Supervisor of Sport Center & Athletics. The concession staff also work at the Sport Center Grill.
- i. Trends – Soccer remains incredibly popular and generates over 90% of its rental revenue. Both travel and club soccer are flourishing, while recreational soccer is seeing a decline as more kids are drawn to club soccer or decide to specialize in other sports at a younger age. Although many facilities and schools are adding turf fields, none in Illinois can match the number of turf fields we have in one location.
- j. Challenges/Concerns – One of the key challenges we face is coordinating the schedules of various organizations, including SAA Travel Soccer, Sockers FC, NISL, Barca Academy, and several smaller clubs that rent its facilities. Each year, these major groups request additional field rental time, creating a delicate balancing act to accommodate everyone's needs. All these organizations are part of the three main youth soccer leagues in the Chicago area, and they share similar deadlines and requirements for submitting their field availability for game schedules. Each group needs a specific time block to submit to their leagues, and once the unused time slots are returned to us after the leagues finalize their schedules, it's often too late for most other youth soccer clubs to utilize those times, as they also have similar deadlines. During the spring and fall seasons, adding another tournament on our soccer fields is sometimes not feasible due to the demands of our primary renters. Additionally, it's important to note that one organization accounts for 64% of our field rental revenue. On the softball side, while there are two major complexes in the area offering turf fields, our facility stands out as one of the few that has five softball fields in one location, giving us a competitive edge. Especially when we convert our infields to synthetic turf.
- k. Future Plans – Continue to foster connections with organizations interested in Olympic Park while broadening its reach across the country. We can achieve this by participating in Athletics Conferences and Showcases, where tournament organizers are on the lookout for their next venue.

- I. Fees – Olympic Park soccer rental fees were increased in FY 2024-25; lights fees were increased in FY 2022-23. Softball rental fees will increase in FY 2025-26 with the addition of synthetic infields.

SWOT Analysis – Olympic Park (specific to our own program or facility)

STRENGTHS

- Nine full size synthetic turf sport fields with multiple playability formats
- One natural grass sport fields
- Use of Connelly Park natural grass sport fields for overflow – 2 blocks away
- Up to 17 soccer fields available for tournament play
- Five artificial infield softball fields with 300' fences, up to 70' basepaths
- Lights on all fields
- Eight lighted pickleball courts
- Two lighted basketball courts
- Location easily accessible from major expressways/toll ways
- Ability to lease parking garage across Schaumburg Road for additional parking for major tournaments
- Regional Park with other activities available – garden plots, skate park, playground & walking paths
- Two concession buildings each with multi-stall Men's and Women's bathrooms
- Perry Weather lightning detection system promotes safe environment and decreases liability risk

WEAKNESSES

- Insufficient number of parking spaces without additional expense of renting the parking garage
- No PA functioning PA system
- Insufficient spectator seating
- No locker rooms

OPPORTUNITIES

- Continue to attract daytime rentals
- Attend Athletic Conferences/Showcases to promote Olympic Park to regional and national tournament organizers

THREATS

- Increase in competition with more facilities offering synthetic turf sports fields
- Over-reliance on two large organizations who rent most of the soccer field space
- Minimum wage increases will affect concessions staffing costs

Soccer Competitor Facility Comparison - Soccer

Competitive Set Olympic Park Soccer Fields	Comments
Schaumburg PD Olympic Park	Eight full size synthetic turf sport fields, one full size natural grass sport field, and one small-sided natural grass sport field all with lights. Five lighted, skinned softball fields with outfield grass capable of soccer gameplay. An overflow site two blocks away in Connelly Park with 2-3 natural grass sport fields.
Palatine PD Celtic Park	Two synthetic turf and one natural grass lighted sport fields. An additional full size natural sport grass field across the parking lot as well as two small-sided sport fields. Celtic's other large complex, Ron Gbur Park (formerly Hamilton Park) has six full size natural grass sport fields, four of which with lights.

Competitive Set Olympic Park Soccer Fields	Comments
Naperville PD Commissioners Park	Eight natural grass and one synthetic turf sport fields.
South Barrington PD Community Park	Two full size synthetic turf sport fields.
Northbrook PD Techny Prairie Park	Two full size synthetic turf sport fields.
Elmhurst PD Berens Park	Five irrigated full size sport fields (including two synthetic turf fields).
Downers Grove PD Doerhoefer Park	One lighted synthetic turf sport field, 13 natural grass sport fields.
Waukegan PD Sports Park	13 natural grass sport fields, one synthetic turf sport field, 4 softball fields.
Wheeling PD Heritage Park	Four synthetic turf softball/baseball fields (infield & outfield), which can also be utilized for other sports.

Competitor Price Comparison - Soccer

CENTER NAME	LOCATION	DISTANC E	TYPE	RATES (Turf Soccer Fields)		
				Resident Lights	Non-Res	
Schaumburg PD Olympic Park	Schaumburg www.parkfun.com	NA	Public/Pa rk District	\$85/hr	\$120/ hr	\$45/h r
Palatine PD Celtic Park	Palatine www.palatineparkdistrict.com	16 miles/30 minutes	Public/Pa rk District	\$85/hr	\$105/ hr	\$35/h r
Naperville PD Commissione rs Park	Naperville www.napervilleparks.org	49 miles/ 65 minutes	Public/Pa rk District	\$140/ hr	NA	\$50/h r
Elmhurst PD Berens Park	Elmhurst www.epd.org	12 miles/20 minutes	Public/Pa rk District	\$100/ hr	\$200/ hr	\$32/h r
Downers Grove PD Doerhoefer Park	Downers Grove www.dgparks.org	18 miles/25 minutes	Public/Pa rk District	\$143/ hr	\$193/ hr	\$45/h r

CENTER NAME	LOCATION	DISTANCE	TYPE	RATES (Turf Soccer Fields)		
				Resident	Non-Res	Lights
Waukegan PD Sports Park	Waukegan www.waukeganparks.org	45 miles/75 minutes	Public/Park District	\$150/hr	NA	\$50/hr
Wheeling PD Heritage Park	Wheeling www.wheelingparkdistrict.com	16 miles / 28 minutes	Public/Park District	\$90/hr	\$95/hr	NA

Softball Competitor Facility Comparison - Softball

Competitive Set General: Softball	Comments
Schaumburg PD Olympic Park	Five lighted, dirt/grass softball fields.
Itasca PD Softball Complex	Two lighted, dirt/grass softball fields.
Buffalo Grove PD Mike Rylko Community Park	Two dirt/grass softball fields.
Mt. Prospect PD Majewski Athletic Complex/Kopp Park	Three dirt/grass softball fields @ Majewski, one dirt/grass lighted softball field @ Kopp.
Waukegan PD Benn Diamond Park	Two dirt/grass softball fields.
Hoffman Estates Cannon Crossing	Four lighted dirt/grass softball fields.

Competitor Price Comparison - Softball

Schaumburg PD Olympic Park	Schaumburg www.parkfun.com	NA	Public/Park District	\$50/hr	\$65/hr	\$45/hr
Itasca PD Softball Complex	Itasca www.itasca.com	5 miles/10 minutes	Public/Park District	\$45/hr	\$60/hr	\$25/hr
Buffalo Grove PD Mike Rylko Community Park	Buffalo Grove www.bgpark.org	30 miles/25 minutes	Public/Park District	\$40/hr	\$50/hr	NA

Mt. Prospect PD Majewski Athletic Complex (Only)	Mt. Prospect www.mppd.org	9 miles/15 minutes	Public/Park District	\$70/hr	\$80/hr	NA
Waukegan PD Benn Diamond Park	Waukegan www.waukeganparks.org	45 miles / 75 minutes	Public/Park District	\$60/hr	NA	\$50/hr
Hoffman Estates PD	Hoffman Estates www.heparks.org	10 miles / 20 minutes	Public/Park District	\$55/hr	\$65/hr	NA

2. Sport Center

- a. Facility Purpose – rent facility space to clubs and organizations for team sport practices, games and Tournaments. The Sport Center is also home to the Schaumburg Park District's Gymnastics program and competitive team.
- b. Target Audience – includes local and regional clubs and organizations for team sports as well as Schaumburg Park District residents and nonresidents for the gymnastics program/team, youth & adult programs & leagues, birthday parties, and special events
- c. Facility Amenities
 - i. Two 90'x200' soccer fields or one softball field.
 - ii. Four high school regulation basketball courts or six regulation volleyball courts.
 - iii. Agility/Weight Room.
 - iv. 6,300 square foot gymnastics center.
 - v. Eight team rooms.
 - vi. Meeting/party room with accommodations for up to 40 people.
 - vii. Grill/concessions.
 - viii. Spectator areas.
 - ix. Parking for 355 vehicles.
- d. Current Programs & Rentals
 - i. Gymnastics – preschool, youth & competitive team levels – 386 classes & camps
 - ii. Basketball Leagues – Adult – 6; Youth – 4
 - iii. Volleyball Leagues – Adult – 8
 - iv. Soccer Leagues – Adult – 6; Youth – 11
 - v. Youth Instructional Sport Camps & Lessons – (gymnastics, basketball & volleyball)- 29 classes & 400+ participants
 - vi. Contractual Youth Basketball Programs (Chicago Bulls Summer Camp, TS Basketball, We Got Game & All-Star Sports)-14 classes & 100+ participants

- vii. Contractual Youth Sport Programs (All Star Sports Instruction & We Got Game)-20 classes & 150+ participants
- viii. Drop-in Pickleball – 500+ participants
- ix. Drop-in Over 50 Softball – 1,000+ participants
- e. Rentals
 - i. Gymnastics Center – 13/ rentals/90 bookings
 - 1) SPD Private Gymnastics Lessons – 12 rentals/81 bookings
 - 2) School District 54/Special Olympics – 1/rental /9 bookings
 - ii. Basketball Courts
 - 1) SAA Basketball
 - 2) Supreme Courts Basketball Tournaments
 - 3) Rockford Boys & Girls Club Basketball Tournament
 - 4) USJN Basketball Tournaments
 - 5) Girls Feeder Basketball Leagues
 - 6) Gaming Potato Basketball Leagues
 - 7) Nike Basketball Camps
 - 8) Futsal Leagues
 - iii. Volleyball Courts
 - 1) SAA Volleyball
 - 2) Pipeline Volleyball Club
 - 3) SYNC Volleyball Club
 - 4) Dynamic Impact Volleyball Club
 - iv. Soccer/Softball Fields
 - 1) Schaumburg Athletic Association (SAA) Rec Soccer
 - 2) SAA Travel Soccer
 - 3) SAA Lacrosse
 - 4) SAA Football
 - 5) IL Youth Soccer Association Olympic Development Program (IYSA-ODP)
 - 6) School District 54 Special Olympics Event
 - 7) Special Olympics of Illinois
 - 8) One Athletics!
 - 9) Chicago Rush Soccer Club
 - 10) Bloomingdale Lighting
 - 11) Elite Soccer
 - 12) Team Illinois/Yeti Lacrosse
 - 13) True Lacrosse
 - 14) Schaumburg United Korean Soccer
 - 15) Gospel Presbyterian Church Soccer
 - 16) Jankowski Soccer
 - 17) Dariusz/Trojnar/Figula Soccer

- 18)SAA (Sluggers) Travel Softball
- 19)SAA Rec Baseball
- v. Agility Room – 50 rentals
 - 1) Pipeline Boys & Girls Volleyball
 - 2) MWZ Sports
 - 3) Youth Classes
- f. Staffing Personnel:
 - i. Full-time
 - 1) Sport Center Manager
 - ii. Part-time
 - 1) Front counter staff (6)
 - 2) Building Coordinators (14)
 - 3) Sport Center Grill/Olympic Park Concessions Manager
 - 4) Sport Center Grill/Olympic Park Concessions Staff (25)
 - 5) Gymnastics Program & Team Coordinator
 - 6) Gymnastics Instructors & Team Coaches (15)
 - 7) Basketball Courts Scorekeepers (2)
 - iii. Contractual
 - 1) Overnight Custodian
 - 2) Weekend Custodian
 - 3) Basketball/Volleyball/Soccer Referee Assignor
 - 4) Youth Athletic Programs
 - 5) Martial Art Programs
- g. Trends – Pickleball interest is growing at a rapid pace. Youth basketball, volleyball and soccer classes continue to see an increase in participation.
- h. Challenges/Concerns – Additional similar municipal sport centers continue to be built around the Chicagoland areas.
- i. Future Plans – Resurface and reline courts, replace courts & expand office areas and replace roof(s).

SWOT Analysis – Sport Center (specific to our own program or facility)

STRENGTHS

- Fields are not enclosed with boards
- Fields have a 75-foot ceiling
- Courts are lined for a variety of sports and the layout maximizes flexibility in usage
- Location easily accessible from major expressways/tollways
- Established and well known as an excellent facility with experienced staff focused on the customer experience
- Complementary wireless internet
- Ample parking
- New court & field scoreboards
- New court and field divider curtains
- Field turf replaced in 2024

SWOT Analysis – Sport Center (specific to our own program or facility)

- Courts relined in 2023
- Safe and clean facility
- LED Lighting

WEAKNESSES

- Insufficient field spectator seating
- Facility is no longer among the newest of its kind in the area
- Replacement of Soccer Roof.
- Need Additional turf fields.

OPPORTUNITIES

- Remove lower-level interior hallway lockers and replace with benches
- Replacement of Soccer Roof
- Need Additional turf fields.

THREATS

- Additional similar municipal recreation and sport centers have been and continue to be built. Soccer is so popular, making sure we can meet the demand with more supply.

Competitor Price Comparison - Soccer

CENTER NAME	LOCATION	DISTANCE	TYPE	RATES (FIELD RENTALS)		
SOCCER FIELD RENTALS				Resident Rate Prime/non-prime	Non-Resident Rate Prime /non-prime	Civic Rate Prime Time
Schaumburg PD Sport Center	Schaumburg	NA	Public/Park District	\$160/hr (prime) \$120/hr (non-prime)	\$175/hr	\$120/hr. \$160/hr.
Central Community Center	Mt. Prospect	15 miles/30 minutes	Public/ Park District	\$175/hr	\$185/hr	NA
St. Charles Sportsplex	St. Charles	19 miles/35 minutes	Public/ Park District	\$185/hr	\$200/hr.	NA
Soccer City	Palatine	8 miles/20 minutes	Public/ Park District	\$200/hr.	\$125/hr	NA
Ackerman Sports Complex	Glen Ellyn	12 miles/30 minutes	Public / Park District Village Owned	\$125/hr		NA

Competitor Price Comparison - Volleyball

CENTER NAME	LOCATION	DISTANCE	TYPE	RATES	
VOLLEYBALL COURT RENTALS				Resident Rate Prime Time	Non-Resident Rate Prime Time
Schaumburg PD Sport Center	Schaumburg	NA	Public/Park District	\$55/hr	\$60/hr.
Central Community Center	Mt. Prospect	15 miles/30 minutes	Public/Park District	\$100/hr	\$100/hr.
Fountain View Recreation Center	Carol Stream	5 miles/15 minutes	Public/Park District	\$80/hr	\$80/hr
Elgin Sports Complex	Elgin	13 miles/30 minutes	Public/Park District	\$80/hr	\$90/hr
Fort Hill Recreation Center	Naperville	18 miles/45 minutes	Public/Park District	\$40/hr	\$60/hr

Competitor Price Comparison - Basketball

CENTER NAME	LOCATION	DISTANCE	TYPE	RATES	
BASKETBALL COURT RENTALS				Res Rate Prime Time	Non-Res Rate Prime Time
Schaumburg PD Sport Center	Schaumburg	NA	Public/Park District	\$70/hr	\$90/hr
Falcon Park	Palatine	19 miles/30 minutes	Public Park District	\$160/hr	\$200/hr
Central Community Center	Mt. Prospect	15 miles/30 minutes	Public/Park District	\$100/hr	\$100/hr
Fort Hill Recreation Center	Naperville	18 miles/ 45 minutes	Public/Park District	\$65/hr	\$95/hr
Carol Stream PD Fountain View Recreation Center	Carol Stream	5 miles/9 minutes	Public Park District	\$80/hr	\$80/hr

Competitor Price Comparisons - Pickleball Leagues

Park District	Leagues Offered	Number of Matches	League Fees	Cost per match
Schaumburg	Co-Rec, Men's & Ladies Doubles	24	\$100/team	\$4.17 per match
Carol Stream	Co-Rec Doubles & Men's Doubles	18	\$100/team	\$5.56 per match
Arlington Hts.	Co-Rec, Men's & Ladies Doubles	28	\$175/team	\$6.25 per match
Mt. Prospect	Co-Rec, Men's & Ladies Doubles	24	\$120/team	\$5.00 per match

II. AQUATICS

A. Aquatics Programs Summer 2023-Summer 2024, 2,394 participants

1. Programs

- a. Aqua Tots
- b. Tiny Tots
- c. SPD Swim School
- d. Youth Individual Swim Lessons
- e. Schedule Your Own Swim Lessons
- f. Barracuda Swim Team
- g. One-on-One Training with Barracuda Coach
- h. Diving Lessons (MRC - summer only)
- i. Water Polo Club (MRC - summer only)

2. Staff

- a. 2 Head Lesson Coordinator
- b. 3 Lesson Coordinators
- c. 60 Swim Instructors
- d. 1 Head Swim Team Coaches
- e. 3-6 Swim Team Coaches

3. Purpose – Provide a safe, fun, educational recreational opportunity for ages 6 months through adults to learn how to swim and be safe around the water. Also provides the opportunity to participate in competitive meets for those who wish to do so through the Schaumburg Park District Barracuda Swim Team.
4. Target Audience – Schaumburg Park District residents and surrounding towns, youth ages 6 months to 17 years and adults with the need and desire to learn how to swim and be safe in and around the water.
5. Program Updates – Switched over to the JES (Jeff Ellis Swimming) lessons program to enhance the experience and hold staff to a higher standard.
6. Challenges – Having enough space to accommodate the needs of the variety of swimming lessons we offer is one of our biggest

Challenges. We have open swim, lap swim, water aerobics, parties & rentals, and swim lessons all trying to use a limited amount of pool space.

7. Trends – Private swim lessons continue to be extremely popular, and there has been an increase in the Schedule Your Own lessons as well. Another emerging trend is adult swim lessons, there has been a spike of participants being on the waitlist for adult lessons.
8. Fees – Swim lesson fees are adjusted annually as needed. Next fee adjustment is scheduled for Summer 2025.

Competitor Price Comparison - Swim Lessons

CENTER NAME	LOCATION	DISTANCE	TYPE	RATES		
School				Private lessons	Tiny Tots	Swim
Schaumburg Park District	505 N. Springinsguth Rd. Schaumburg, IL 60194	CRC	Public	\$350/\$370 (8-10 classes-45 min)	\$140/\$160 (8-10 classes- 30 min)	\$200/\$220 (8-10 classes- 45 min)
Hoffman Estates Park District	5050 Sedge Blvd. Hoffman Estates, IL 60169	6.8 miles From CRC	Public	\$150 (5 classes-30 min)	\$96/\$106 (6 classes-30 min)	\$115/\$125 (6 classes-30 min)
Elk Grove Village Park District	1000 Wellington Ave. Elk Grove Village, IL 60007	8.0 miles from CRC	Public	\$140/\$155 (6 classes-40 min)	\$60/\$70 (6 classes-30 min)	\$60/\$70 (6 classes-40 min)
Bartlett Park District	700 S. Bartlett Rd. Bartlett, IL 60103	7.2 miles from CRC	Public	\$84/\$106 (4 classes-30 min)	\$80/\$90 (8 classes-45 min)	\$80/\$90 (8 classes-45 min)

B. Aquatics Operations 2024-25

1. 5 Aquatic Facilities
 - a. Atcher Island
 - b. Bock Pool
 - c. Meineke Pool
 - d. The Water Works
 - e. Volkening Lake
2. Staff – Up to 150 Lifeguards seasonally, 60 year-round
 - a. 6-7 Ellis Lifeguard Instructors
 - b. Aquatics Coordinators (Part-Time)
 - c. 10 Outdoor pool/lake managers
 - d. 5 Water Works Head Guards
 - e. 32 Cashiers/Concessions at Atcher

3. Purpose – The mission of the Schaumburg Park District Aquatics Department is to provide excellent recreational opportunities in aquatic environments while maintaining the highest level of safety for all our patrons. These opportunities provide valuable life skills and increase confidence and independence around the water.
4. Target Audience – Schaumburg Park District residents and surrounding areas, including people of all ages.
5. Trends – We continue to see a rise in non-residents visiting our aquatic facilities.

Fee Comparisons

<u>CENTER NAME</u>	<u>LOCATION</u>	<u>DISTANCE</u>	<u>TYPE</u>	<u>RATES</u>
Schaumburg Park District - Atcher Island Meineke Pool Bock Pool The Water Works	1223 Sharon Ln 730 Springinsguth Rd 220 E Weathersfield Way 505 N. Springinsguth Rd		Public - Outdoor Pool Indoor Pool	\$8/\$10 \$10/\$14 \$8/\$10 \$10/\$14
Seascape – Hoffman Estates Park District	1300 Moon Lake Blvd Hoffman Estates, IL 60169	1.6 miles from CRC	Public – Outdoor Pool	M-Th: \$12/person F-Sun: \$14/person
Rainbow Falls – Elk Grove Park District	180 Lions Dr. Elk Grove Village, IL 60007	6.6 miles from CRC	Public – Outdoor Pool	General Admission: \$12/\$18 Seniors: \$9/\$13
The Pavilion – Elk Grove Park District	1000 Wellington Ave Elk Grove Village, IL 60007	6.0 miles from CRC	Public – Indoor Pool	General Admission: \$10/\$12 Seniors: \$8/\$10
Splash Central Indoor Pool – Bartlett Park District	700 S. Bartlett Rd. Bartlett, IL 60103	5.4 miles from CRC	Public – Indoor Pool	Adult: \$9/\$10 Youth & Seniors:
Camelot, Frontier, Heritage, Pioneer, Recreation – Arlington Heights Park District	Arlington Heights, IL	6.7-9.6 miles from CRC	Public – Outdoor Pools	\$8/\$12

III. RECREATION FACILITIES

A. Community Recreation Center

1. Facility Purpose – To provide Schaumburg Park District patrons with an all-encompassing center for a variety of early childhood through adult & senior programs as well as fitness opportunities in the indoor Water Works pool and fitness center. The CRC is also home to the Schaumburg Park District's competitive dance programs, Expressions & Charmed, the Schaumburg Table Tennis Club, as well as the Schaumburg Park District's Senior Center, and serves as a Kasper site.
2. Target Audience – Schaumburg Park District residents and nonresidents for classes, fitness & pool memberships as well as area families for rentals & birthday parties
3. Facility Amenities
 - a. 152,000 square foot building
 - b. Indoor Pool with a bather load of 755
 - c. Lap pool with six 25-yard lanes, diving pool with one-meter diving board, zero depth pool with 3 water slides, water playground, and rapid water channel, whirlpool hot tub, and concessions
 - d. 15,084 square foot fitness center with Precor, Cybex, Life Fitness, & Free Motion equipment
 - e. 10 exercise bikes, 2 Airdyne bikes, 2 Stairmasters, 2 rowing machines, 12 elliptical machines, 3 AMT's, 20 treadmills, 2 NuStep recumbent cross trainers, free weights, indoor running track, Synergy 360 machine, 2 stairclimbers, 5 Free Motion pieces, 2 ARC trainers
 - f. 1 high school/college regulation basketball courts
 - g. 3 dance & fitness studios
 - h. 6 group &/or private music studios
 - i. 3 general Purpose rooms which accommodate 50-75 people each
 - j. 3 party rooms which accommodate 25-50 people each
 - k. 1 senior center with kitchen which accommodates 125 people
 - l. 1 billiard room with 2 billiard tables
 - m. 1 indoor cycling studio
 - n. 1 Wellness studio
 - o. 1 TRX Training room
 - p. 2 new KASPER rooms
 - q. 2 saunas
 - r. 5 locker rooms
 - s. 1 interactive game room
 - t. Grill/concessions
4. Current Programs
 - a. Early childhood classes

- b. Youth sport classes
 - c. Martial arts classes
 - d. Dance classes & dance competitive teams
 - e. Cultural Arts classes including ceramics, acting, fashion design, drawing and music lessons
 - f. Indoor cycling classes
 - g. TRX classes
 - h. Land group fitness classes
 - i. Aqua group fitness classes
 - j. KASPER before & after school childcare
 - k. Swim lessons
 - l. Summer camps
 - m. Summer musical
 - n. Spring & fall plays
 - o. Open gym basketball
 - p. Open play table tennis
 - q. Schaumburg Area Photographic Society
 - r. Amateur Radio Club
 - s. Various District Special Events
5. Current Rentals
- a. Schaumburg Athletic Association
 - b. NWSRA
 - c. Midwest Islamic Center
 - d. Hindu Swayamsevak Sangh
 - e. Polish Table Tennis Club
 - f. Weekly room rentals
 - g. Weekly pool rentals
 - h. Weekly birthday parties
6. Future Needs
- a. WW- replace play structure and new attraction
 - b. WW-additional lap pool with blocks that can be used for swim team
 - c. Exploration room- pottery wheels that can be covered or moved so room can be rented
 - d. HVAC system updated or roof fixed so it doesn't leak on fitness equipment
 - e. WW- new gate system around food area
7. Staffing Personnel
- a. Full-time
 - i. Superintendent of Recreation Facilities
 - ii. Manager of Aquatics and Fitness
 - iii. Supervisor of Aquatics
 - iv. Supervisor of Parties/Rentals & Special Events
 - v. Supervisor of the CRC
 - vi. Superintendent of Education & Enrichment Programs

- vii. Manager of Education Services
- viii. Assistant Manager of KASPER Programs
- ix. Community Outreach & Enrichment Supervisor
- x. Supervisor of Senior & Adult Programs
- xi. Supervisor of Cultural Arts
- xii. Assistant Supervisor of Cultural Arts
- b. Part-time
 - i. Front Counter Staff (25)
 - ii. Lifeguards (50)
 - iii. Swim Lesson Instructors (25)
 - iv. Head Lifeguards (7)
 - v. Registration Counter Staff (11)
 - vi. Custodians (4)
 - vii. Barefoot Patio & Grill Concessions Manager (1)
 - viii. Barefoot Patio & Grill Concessions Staff (10)
 - ix. Party & Rental Coordinators (3)
 - x. Birthday Party Hosts (12)
 - xi. KASPER Staff/Counselors (8)
 - xii. KASPER Trips & Enrichment Coordinator (1)
 - xiii. KASPER Support Staff (1)
 - xiv. Group Fitness Instructors (20)
 - xv. Personal Trainers (5)
 - xvi. Cultural Arts Instructors (28)
 - xvii. Dance Instructors (8)
 - xviii. Youth Athletic Instructors (6)
 - xix. Contractual-Custodians (2)
- 8. Trends – A current trend is having a variety of membership pass options available as well as having a flat rate fee including all classes, the fitness center and pool. This trend is moving away from the a la carte format
- 9. currently being used. There is also more of a need for senior specific fitness equipment and classes as well as having ADA equipment for those with visual or hearing impairments.

SWOT Analysis – CRC (specific to our own program or facility)

STRENGTHS

- The CRC is a multi-Purpose facility giving our Park District residents a well-maintained space for all our recreation programs
- The CRC has the indoor pool, Water Works, which has year-round lap swim, swim lessons, parties, and rentals
- The 120,000-square foot facility can host large Park District events attended by thousands of residents and non-residents
- The CRC holds a variety of health & fitness classes for youth through seniors
- The CRC is open 365 days a year to accommodate our patrons

WEAKNESSES

- The CRC can be hard to navigate for a first-time user
- Senior specific fitness equipment and classes as well as having ADA equipment for those with visual or hearing impairments
- Warm water therapy
- Better guard office
- General use spaces for rentals

OPPORTUNITIES

- Renovations have improved the quality of space and flow
- Offering food/beverages during programming and events
- Bocce Ball events in the summer
- Pickleball practice

THREATS

- New private fitness centers have opened within the Park District boundaries which gives our residents more options when looking for a place to work out
- Increasing staff expenses due to minimum wage, potentially having to limit services or shorten hours of programs

CRC Fitness Price Comparison Chart

CENTER NAME	LOCATION	DISTANCE	TYPE	RATES
Community Recreation Center	505 N. Springinsguth Road Schaumburg, IL 60194		Park District	<u>Annual</u> Adult: \$219 Family: \$303 Youth: \$160 Senior: \$125 <u>Monthly</u> Adult Fitness (CRC & MRC): \$33
Meineke Recreation Center	220 E. Weathersfield Way Schaumburg, IL 60193		Park District	<u>Annual</u> Adult: \$155 Family: \$204 Youth: \$109 Senior: \$82
Pavilion	1000 Wellington Ave Elk Grove Village IL 60007	4.32 miles 10 minutes	Park District	<u>Annual</u> Adult: \$478/ \$554 Senior: \$320/ \$374 Family (2): \$748/ \$878 Family (3): \$964/ \$1,138

				Student: \$320/ \$374
Roselle Fitness Center	555 W Bryn Mawr Ave, Roselle, IL 60172	5.4 Miles 14 Minutes	Park District	Annual (Only 1 fitness center) Adult: \$180 / \$190 Family: \$295 / \$305 Student: \$100 / \$110 Senior: \$140 / 150
Prairie Stone	5050 Seage Blvd. Hoffman Estates, IL 847-285-5400	9.5 miles 18 minutes	Park District	Monthly <u>\$99 Enrollment Fee / Per Person</u> Adult: \$64/\$68 additional person: \$59/\$64 Senior: \$45/\$50
Barrington Park District	235 Lions Drive Barrington, IL 60010	11 miles 23 minutes	Park District	Annual Adult: \$357 / \$411 Senior: \$281 / \$357

B. Meineke Recreation Center

1. Facility Purpose – The facility Purpose is to provide a variety of community-based recreation opportunities for Schaumburg residents and surrounding communities regardless of age or demographic.
2. Target Audience – includes Schaumburg residents from toddlers in preschool to active seniors taking fitness and martial art classes. The park district provides rooms to rent for special occasions including birthday parties and graduations. The MRC provides recreational and fitness opportunities for anyone ages 3 years and up.
3. Facility Amenities
 - a. Men's & Women's Locker-Rooms with Showers
 - b. Dance Studio
 - c. Gymnasium
 - d. 50 Meter Outdoor Pool - summer only
 - e. Deep Well - summer only
 - f. Family Sprayground- summer and warm "shoulder" seasons
 - g. 4,440 Square Feet Fitness Center
 - h. Life Fitness Strength Equipment
 - i. Smith Press
 - j. Plate-Loaded Leg press
 - k. Dual Adjustable-Cable Machine
 - l. Preacher Curl
 - m. Dumbbell Bench Area
 - n. Hand Weights (5-100lbs)

- o. Airdyne Bike (1)
- p. Recumbent Bikes (5)
- q. Upright Bikes (2)
- r. Stair Masters (2)
- s. Elliptical Machines (6)
- t. Treadmills (8 new life fitness)
- u. AMTs (2)
- v. NuStep (2)
- w. Life fitness stair climber
- x. Assisted dip/pull up machine
- y. Indoor Running Track
- z. Personal Training
- aa. Multi-Purpose Rooms (2)
- bb. Kitchen
- cc. Parking for 120 vehicles
- 4. Current Programs & Rentals
 - a. Preschool Classes
 - b. Kasper
 - c. Dance Classes
 - d. Youth Sports Classes
 - e. Adult Fitness Classes
 - f. Fitness Unlimited Classes
 - g. Fitness Unlimited Plus Classes
 - h. Personal Training
 - i. Machine Orientation
 - j. Swim Lessons- summer only
 - k. Diving Lessons- summer only
 - l. Lap Swim- summer only
 - m. Martial Arts Classes- (Tae Kwon Do, Karate, Tot Kwon Do, Hapkido, Muay Thai, Judo, and Tai Chi)
 - n. National Night Out
 - o. Open Gym
 - p. Open Volleyball
 - q. Gym Rentals
 - r. Joe Pedro basketball rental
- 5. Staff
 - a. Full-time
 - i. Meineke Center Manager
 - b. Part-time
 - i. Front Counter Staff (18)
 - ii. Preschool Teachers (6)
 - iii. Fitness Instructors (5)
 - iv. Sports Class Instructors (6)
 - v. Pool Managers- summer only (2)
 - vi. Pool staff- summer only (50)
 - c. Contractual

- i. Martial Arts Instructors (2)
6. Future Needs
 - a. Entrance redone
 - b. Lobby, hall and locker-room remodel
 - c. More Parking
 - d. Multipurpose room added
7. Competitors – Surrounding public sectors that have recreation centers which include Hoffman Estates and Elk Grove.
8. Trends – Fitness based App and All-inclusive membership
9. Challenges/Concerns – the needed space to utilize the facility to its maximum potential. As the MRC becomes more popular to residents, peak times can become very crowded in the gymnasium, dance room, and fitness center.
10. More competitors have come into the market over the previous years, offering cheap alternatives to fitness.
11. Future Plans – MRC will be undergoing a locker room, entrance, pool office, main offices, and HVAC upgrade in 2025 as well as exterior visual upgrades.

SWOT Analysis for Meineke Recreation Center

STRENGTHS

- Recently upgraded fitness equipment and pool upgrades
- Wide variety of programs offered within the building
- Competitive pricing

WEAKNESSES

- Limited sized fitness center
- Limited amount of parking during summer

OPPORTUNITIES

- Offer different kinds of memberships to meet customers' needs and wants.
- Offer more trendy fitness classes
- More personal training at MRC
- Add music to fitness center

THREATS

- Pop up fitness center
- Specialized fitness centers (yoga, pilates, etc.)
- Higher end fitness centers

MRC Competitor Pricing

CENTER NAME	LOCATION	DISTANCE	TYPE	RATES
Meineke Recreation Center	220 E. Weathersfield Way Schaumburg, IL 60193		Park District	Annual Adult: \$155 Adult: \$12.91 (monthly) Family: \$204 Youth: \$109 Senior: \$82
Prairie Stone	5050 Seage Blvd. Hoffman Estates, IL 847-285-5400	9.5 miles 18 minutes	Park District	Monthly <u>\$99 Enrollment Fee / Per Person</u> Adult: \$64/68 additional person: \$59/64 Senior: \$45/50
Pavilion	1000 Wellington Ave Elk Grove Village IL 60007	4.32 miles 10 minutes	Park District	Annual Adult: \$478/554 Senior: \$320/374 Family (2) \$748/878 Family (3) \$964/1138 Student: \$320/374

C. SCHAUMBURG TENNIS PLUS

1. Facility Purpose – To provide Schaumburg Park District patrons a location to play racquet sports that include tennis & racquetball. STP also provides a venue for fitness that includes a large fitness center, fitness studio, and basketball court along with a 25-yard lap pool.
2. Target Audience – Youth, adults and seniors that are involved in staying fit through working out in the fitness center or by playing tennis & racquetball. STP also draws numerous tennis tournaments throughout the year including two large Midwest championships in November and January.
3. Facility Amenities
 - a. 8 hard court indoor tennis courts
 - b. 6 racquetball/handball courts
 - c. Fitness Studio
 - d. 1 basketball court
 - e. Weight room
 - f. 25-yard lap pool
 - g. Co-ed hot tub
 - h. Bar and grill operation
 - i. 104,000 square feet
4. Current Programs

- a. Tiny Tennis
- b. Futures
- c. Challenger
- d. Aces
- e. High School Prep
- f. High School Comp
- g. Orange Ball Team Challenge
- h. Green Ball Team Challenge
- i. USTA Junior Tournaments
- j. Academy I, II and Select
- k. Adult Level I, II, III
- l. Adult Tennis Leagues and Drills
- m. USTA Adult Leagues
- n. Pickleball
- o. Triathlon Training
- 5. Current Events/Rentals
 - a. Tennis Adult Mixers
 - b. Ladies Tennis Travel Team
- 6. Future Needs
 - a. More Parking
 - b. More space in women's locker room
- 7. Part – Time Staff
 - a. Administrative Assistant & Bar/Grill Manager
 - b. Tennis Director – contracted
 - c. 1 Head Tennis Pro – contracted
 - d. 9 tennis pros – contracted
 - e. 1 custodian – contracted
 - f. 2 bartenders
 - g. 12 front desk staff
 - h. 1 personal trainers
 - i. 6 fitness instructors
- 8. Competitors - Other park districts and private gyms are Lifetime Fitness, X Sport, Elk Grove Park District, South Barrington Club, and Forest View in Arlington Heights.
- 9. Trends - Fitness has grown over the years; therefore, STP has concentrated on offering more personal training opportunities to its members as well as fitness classes by adding a fitness studio. Adult tennis has made a comeback and STP has increased its offerings of adult classes and drills.
- 10. Challenges - Having 8 tennis courts has presented a good challenge in the way of programming. STP's number of classes and participation have grown steadily over the past 3 years thereby leading to insufficient open courts time for private lessons and open courts time for its members. New fitness centers have opened up in the area, such as XSport & Crunch Fitness, creating other competitors in the fitness field.

11. Future Plans – STP will be undergoing various projects on a small scale may include replacing strength/cardio line in upcoming years in fitness center, locker room renovation (men's and women's), tennis divider and backdrop replacement, glass wall partition installation dividing basketball and fitness, resurfacing tennis and racquetball courts flooring. Investigating opportunities for pickleball lines on all 8 tennis courts.

SWOT Analysis – STP (specific to our own program or facility)	
STRENGTHS	
<ul style="list-style-type: none"> Multi-purpose facility that gives members a well-maintained space to enjoy racquet sports and fitness Indoor lap pool, weight room that includes cardio and strength equipment, basketball court, 6 racquetball courts, fitness studio and a bar/grill operation Open year-round with the exception of Christmas day 	
WEAKNESSES	
<ul style="list-style-type: none"> Located in a very hidden part of town. It is located in a large industrial/commercial area of Schaumburg making it difficult at times to locate for first time users Dated facilities need to be upgraded: carpet, locker rooms, tennis backdrops and dividers 	
OPPORTUNITIES	
<ul style="list-style-type: none"> STP continues to host two major youth Midwest tennis tournaments each year Opportunities for bigger tournaments may become open for the Future STP has undergone front counter renovations along with bar renovations to make the entrance of the building more appealing Pickleball 90 North development may create additional demands at STP 	
THREATS	
<ul style="list-style-type: none"> New fitness centers have opened in the area making it a very competitive field for fitness sales 	

STP Price Comparison

CENTER NAME	LOCATION	DISTANCE	TYPE	RATES
Schaumburg Tennis Plus	1416 N. Payne Road Schaumburg, IL 60173		Park District	Adult: \$326/+ Tennis \$419 Family: \$434/+ Tennis \$594 Youth: \$144/+ Tennis \$152 Senior: \$177/+ Tennis \$246
Forest View Racquet & Fitness Club	Arlington Heights 800 E. Falcon Drive Arlington Hts., IL 847-640-2574	9 miles 18 minutes	Park District	<u>Year/Month/Enrollment</u> Junior: \$110/\$0/\$0 Adult: \$312/\$26/\$0 Family: \$468/\$39/\$0

Prairie Stone	5050 Sedge? Blvd. Hoffman Estates, IL 847-285-5400	7 miles 13 minutes	Park District	One Time Fee: \$99.00- varies depending on specials Individual: \$64/month w/tennis Junior \$35/month (13-24) Student \$45/month (16- 25) FT proof needed Senior: \$45/month (*62 & older)
Center Court Athletic Club	Hanover Park	4.32 miles 10 minutes	Park District	Youth: \$100 Individual: \$275 Senior: \$170 Family: \$420
Barrington Club	3 Tennis Club Lane So. Barrington, IL 847-381-2570	4.29 miles 9 minutes	Park District	<u>Initiation/Monthly</u> Ind.: \$100/\$95 Family: \$200/\$169 Junior: \$75/\$67 Senior: \$80/\$77

Competitor Facility Comparison - STP

Competitive Set General	Comments
Schaumburg Tennis Plus	Eight indoor tennis courts, circuit training weight equipment, cardiovascular equipment, free weight area, racquetball courts, fitness studio, Wallyball courts, basketball court, two saunas, four-lane lap pool, coed whirlpool, sports grill & lounge.
Forest View Racquet & Fitness Club	Six indoor courts, six outdoor courts, one racquetball courts, full fitness, aerobic room, pro shop and nursery – various enrollment fees
Prairie Stone	Three indoor tennis courts, (used mainly for kids' lessons) (all access membership includes cardio and strength training equipment, locker room) indoor tennis court number changing
Center Court Athletic Club	Ten tennis courts, racquetball courts, pro shop, nursery, lounge, snack bar, locker rooms, fitness center, whirlpool and sauna
South Barrington Club	Six indoor hard courts, eight outdoor clay courts, towels, lockers, nursery

IV. FITNESS OPERATIONS

A. Staff

1. Manager of Aquatics and Fitness
2. Manager of Meineke Recreation Center
3. Personal Trainers (part-time)
4. Fitness Instructors (part-time)

B. Personal Training

1. Purpose - To provide safe and effective personal training programs that meet the needs of its clients.
2. Target Audience - Schaumburg Park District residents and surrounding towns' adults.

3. Personal Training Offerings
 - a. Fitness evaluations
 - b. Personal training
 - c. 1 Hour private session
 - d. 1 Hour semi-private session
 - e. 1 Hour group session (3-5 people)
 - f. Express half hour session
 - g. Consultations
4. New Programs/Changes - Personal training promotions 3 times per year as well as referral programs. We added the CRC training studio for more space and added Synergy equipment for more functional training opportunities. We plans to develop a program that promotes nutrition as well as fitness for the most optimal outcome for patrons.
5. Trends - The fitness industry is seeing a lot more interest in small group training as opposed to individual, private sessions. In addition, people are very interested in TRX-based personal training sessions as well as sessions that are similar to Cross Fit workouts. There is a lot of emphasis on functional training overall.
6. Challenges - It seems that a lot of people take advantage of evaluations and orientations, yet most of them are not interested in personal training so there is some disconnect. As a result of this, machine orientations are now being conducted by front counter or fitness floor staff members.
7. Future Plans - In the Future, we plans to work on how to bridge the gap between free assessments/orientations and personal training. We is also looking at increasing options and services, such as adding the Body Gem metabolic test and/or nutrition. In 2025, we will do an annual PT survey to gather additional feedback and help us continue to adapt to client needs.

SWOT Analysis – PERSONAL TRAINING (specific to our own program or facility)

STRENGTHS

- 3 facilities (CRC, MRC, STP)
- Affordable prices
- Offering assessments and orientations
- Designated PT space

WEAKNESSES

- Free assessments and consultations (no cost associated devalues them)
- Trainers are not accessible outside of PT appointments

OPPORTUNITIES

- Add new services/offerings: Body Gem metabolic test
- Increase promotions and marketing
- Offer nutrition

THREATS

- Local competition
- Other facilities with more specialized offerings, i.e. Boutique Studios

Competitor Offering Comparison - Personal Training

Competitive Set General	Comments
Schaumburg Park District	Private and semi-private sessions led by certified trainers. Available at CRC, MRC and STP. Convenient times
Pavilion Fitness Elk Grove Park District	Master training, personal training and teen fitness training. Body gem assessment.
Prairie Stone Hoffman Estates Park District	Individual, buddy and group personal training
Bartlett Park District Life Center	Full fitness assessments, individual and group personal training. Free equipment orientations.
Lifetime Fitness	Personal training – variety of options. Assessments, evaluations and metabolic testing. Also, nutrition services and T.E.A.M. classes. Virtual personal training offered as well.

Competitor Price Comparison - Personal Training

CENTER NAME	LOCATION	DISTANCE	TYPE	RATES
Schaumburg Park District- CRC, MRC, STP	Schaumburg		Park District	Passholder 1 5 10 1 hour: \$60 \$280 \$530 Partner: \$86 \$355 \$690 ½ hour: \$42 \$190 \$360 Group: (ea.) \$40 \$165 \$265 Non-Passholder 1 5 10 1 hour: \$70 \$340 \$645 Partner: \$96 \$470 \$920 ½ hour: \$52 \$250 \$475 Group: (each) \$50 \$215 \$375
Pavilion Elk Grove Park District	Elk Grove Village	9.80 miles 19 minutes	Park District	Member 1 5 10 20 1 hour: \$58 \$275 \$522 \$986 Buddy: \$80 \$390 \$750 \$1400 ½ hour: \$35 \$170 \$330 n/a Group: \$240/person (8 session) Non-Mem 1 5 10 1 hour: \$69 \$328 \$621 Buddy: \$96 \$456 \$864 ½ hour: \$42 \$204 \$380 Group: \$288/person (8 session)
Prairie Stone Hoffman Estates Park District	Hoffman Estates	2.07 miles 5 minutes	Park District	Member 1 3 4 5 10 Ind: \$60 \$177 n/a \$290 \$550 Buddy: \$80 \$234 n/a \$380 \$720 Group: \$100 Pricing for non-members pay \$10 guest fee per session.
Life Center Bartlett Park District	Bartlett	7.66 miles 17 minutes	Park District	Member 1 5 10 1 hour: \$45 \$215 \$410 30 min: \$30 \$140 \$260 Group: \$70 \$330 \$620 Non-Mem: 1 5 10 1 hour: \$60 \$290 \$560 30 min: \$45 \$215 \$410 Group: \$80 \$380 \$720
Lifetime Fitness	Schaumburg	4.9 miles 11 minutes	Public	1 hour sessions: \$99-\$129 Pricing depends on trainer and their certifications. Packages are offered on a per trainer basis. Virtual trainers as well.

C. Group Fitness

1. Overview - 89 Fitness Unlimited classes per week: 30 Aqua, 76 Land; 20 miscellaneous fitness classes per season; 1303 Fitness Unlimited participants; 228 active Fitness Unlimited PLUS participants; 6812 miscellaneous fitness participants..
2. Purpose - to provide a variety of safe, fun and effective fitness programs for adults, older adults, and youth.
3. Target Audience - Our target audience is Schaumburg Park District residents and surrounding town adults, older adults and youth that have interest in health & fitness.

D. Fitness Programs

1. Fitness Unlimited Classes
 - a. Core & More
 - b. Barre
 - c. Zumba
 - d. Zumba Toning
 - e. TRX
 - f. Tai Chi
 - g. Indoor Cycle/Power Cycle
 - h. Yoga/Yoga Fusion/Yoga Flow
 - i. Bootcamp Blast
 - j. Cardio Sculpt
 - k. Total Body Strength
 - l. Body Blast
 - m. Step Circuit
 - n. Tabata Bootcamp
2. Active Older Adult Classes
 - a. Gentle Yoga
 - b. Life in Motion
 - c. Zumba Gold
 - d. Chair Yoga
 - e. Cardio Conditioning
3. Aqua Classes
 - a. Aqua Motion
 - b. Aqua Fit!
 - c. Aqua Zumba
 - d. Deep Dynamics
 - e. Power Splash
 - f. Registration Classes
 - g. Aqua Board
 - h. Outdoor Cycle Adventure (summer only)
 - i. Outdoor Bootcamp (summer only)
 - j. Triathlon Training
 - k. Youth Fitness Orientation
 - l. 5k Training Program

4. New programs/changes – The department added Aqua Zumba, Aqua Fit!, Barre, Pilates and Body Blast. Additional Active Older Adult classes were added to aid in the growing Baby Boomer population. Participation overall is a little lower and staff are trying to offer classes on new days and times to spark interest. The department is increasing streamlining offerings and looking into more functional training spaces. The department has also added a registration system to track class sizes, Group Ex Pro.
5. Trends - The fitness industry continues to trend towards short, high-intensity fitness formats that are 30-45 minutes long. A common trend is “all-inclusive” memberships, i.e., offering group fitness classes included in membership fees.
6. Challenges - An ongoing challenge is drawing interest to new programs. Additionally, not many instructors teach a wide variety of formats so finding subs and covering classes can be difficult at times. We compete against ourselves offering programs at same times.
7. Future Plans – To continue to provide training opportunities and staff development to maintain a well-skilled staff. Overall, the goal is to continue to adapt the program to better meet the needs and interests of its participants. Baby Boomers are, and will continue to be, our largest population so the department plans to keep programming for their interests as well as the younger participants that are discovering fitness and health.
8. Group Ex Pro – This online tool has made planning for a fitness season so much more organized. Patrons find the fitness schedule online; click on the class they would like to attend and that takes them to the Group Ex Pro site where they just type in their name and email, and we now have a record of who would like to attend class. Based on the class reservations for the day we can cancel a class for low or no attendance before the instructor arrives as well as make sure the department has enough equipment for the estimated number of participants. If a class must be moved to a different location or a message needs to be sent to the participants, Group Ex Pro will allow you to email all that are registered for the class.

SWOT Analysis – FITNESS (specific to our own program or facility)

STRENGTHS

- Recently renovated and regularly updated 3 facilities (CRC, MRC, STP)
- Affordable prices
- Variety of class formats that cater to any fitness needs
- Indoor walking track at 2 facilities
- Knowledgeable/friendly staff that facilitate machine orientations
- Regularly updated equipment to stay technologically relevant
- Generous hours of operations
- Insurance based memberships for seniors- Silver Sneakers & Renew Active
- Group Ex Pro software helps monitor class attendance and evaluate effectiveness of formats
- Rotating group ex schedule seasonally

WEAKNESSES

- Free assessments and consultations (no cost associated devalues them)
- Minimal Trainer presence on the floor
- Weak personal training program
- Limited time availability for aqua fitness
- Limited storage for aqua fitness equipment (current or new i.e., water spin bikes)
- No nursery services can be a challenge for some families

OPPORTUNITIES

- Internal program opportunities
- Increase promotions and market
- Offer nutrition classes to seniors and teens
- More focused/consistent member retention activities
- Collaborate with the senior center on programs that encourage seniors to be more active and healthier

THREATS

- Local competition
- 24-hour fitness centers at very low cost
- Other facilities with more specialized offerings, i.e., Boutique Studios
- Senior population of Schaumburg may have transportation limits

V. PARTIES & RENTALS

A. Staff

1. Supervisor of Parties, Rentals & Special Events
2. Party & Rental Coordinators (part-time)
3. Party Hosts (part-time)

B. Purpose – To host youth birthday parties, bridal & baby showers, and rent rooms at the CRC as well as rent the Water Works Indoor Pool. Market group outings/birthday parties to all aquatic facilities, and expand party offerings to other park district facilities such as Sport Center, etc.

C. Target Audience - Schaumburg Park District residents and non-residents

D. Trends – The trend of offering a "one-stop shop" for birthday parties continues to grow. Families are eager to stay in tune with their child's current interests, often inspired by popular movies or TV shows. This shift has created new opportunities for us to host unique parties for families

who have previously attended pool parties and are now seeking something different. The department offers a variety of themed party options based on current trends, and we are branching into the "couture" party culture by providing personalized experiences as the core of its marketing strategy. The department continues to update its themes based on trending data on what is popular. All party requests are now submitted online, and planning takes place virtually via email/phone—unless a patron prefers to tour the venue in person.

- E. The department is experiencing a significant increase in requests for birthday party packages from non-residents, with patrons traveling from up to an hour away—or sometimes even farther—to celebrate with us.
- F. Private pool rentals at Water Works are in high demand and are currently sold out for the next five months. The department typically books every available date, with only occasional cancellations. To accommodate more guests, we've introduced morning pool rentals in December and during the summer months when swim lessons are not scheduled.
- G. Room rentals continue to be popular due to the quality of the spaces we have available. Rates have been determined based on occupancy and the entire rental process can take place in person or over the phone.
- H. The department has numerous repeat customers, as well as new ones who either attended a birthday event here or heard great recommendations from others to book with us.
- I. Challenges/Concerns – The department no longer offers food options as part of the base party packages. The CRC uses Papa Johns as a vendor if the customer wishes to order pizza, but customers often bring in their own food. This can be perceived as a loss of value amid price increases over the past few years.
- J. The department has been addressing the challenge of customers who are reluctant to pay for parents attending parties. In recent years, the department has developed party packages—such as Theme, Basic, and Sports parties—that allow parents to attend without additional cost. These options have been well-received and provide customers with more affordable party choices.
- K. Cleaning the waterpark in between weekend open swim and private rentals can be challenging particularly when it has been a very busy open swim day. The department wants to offer its customers a clean experience and impression when they enter the facility for their event.
- L. Future Plans – Continue to stay up to date with current trends in TV shows and movies that are popular with children. Continue featuring a diverse range of party packages in the quarterly brochure along with our website to ensure residents are informed. Refresh the paint in several rentable rooms. Begin to market Baby & Bridal showers to the public.

SWOT Analysis – CRC Birthday Parties (specific to our own program or facility)

STRENGTHS

- Diverse party package options (Pool Parties as well as theme parties focused on current youth Trends i.e., movies/TV shows/etc.)
- Only indoor Water Park in area
- Onsite Concessions
- Cost effective party packages, compared to surrounding areas
- Can use pre-set package or office can help tailor a speciality party based on birthday child's likes
- Food from outside pizzeria provides an improved eating experience for our guests

WEAKNESSES

- Open swim can be busy at times and the birthday party shares the pool with others
- No designated seating or tables on pool deck for parties
- Aging water park and amenities are deterring repeat business
- All guests going on the pool deck pay for the party even if they are not swimming

OPPORTUNITIES

- Continue to come up with new specialty parties (themes)
- Updated and enlarge water park to bring in repeat and new business
- Addition of Bridal & Baby Shower packages.

THREATS

- Other party options available in the area
- New pools/attractions being built that people may go and use

Competitor Price Comparison - Birthday Parties

CENTER NAME	LOCATION	DISTANCE	TYPE	RATES		
Schaumburg Park District-CRC	505 N. Springinsguth Road Schaumburg, IL 60194	CRC	Public	Basic Party (Basic/Sport/Safety Town) \$270/\$320 15 total guests (\$10 per additional kid)	Theme Party \$345/\$395 15 total guests (\$10 per additional kid)	Splashaway \$400/\$450 15 total guests (\$10 per additional guest)
Yu Kids Island	5 Woodfield Mall Schaumburg, IL 60173	4.8 miles from CRC	Private	Indoor Playground \$399 15 kids (Friday-Sunday rates)	\$349 15 kids (Monday-Thursday rates)	Also offers rates for groups of 10 and 20.

CENTER NAME	LOCATION	DISTANCE	TYPE	RATES		
My Party Princess	1118 S Roselle Rd, Schaumburg, IL 60193, USA	2.7 miles from CRC	Private	Basic Party \$350 for 8 kids (weekend)	Additional guests \$19.95/pers on	Various available upgrades
Elk Grove Park District	1000 Wellington Avenue	5.9 miles from CRC	Public	Lagoon Pool Party \$195 R/\$234 NR for up to 25 guests (packages available for 40 and 60 guests)	Carousel & Jumps n' Jiggles Party \$450 R/\$500 NR. Up to 100 guests (Friday- Sunday rate)	Pirate's Cove Party -Starts at 25 guests \$200R/\$24 0 NR.

Competitor Offerings Comparison - Birthday Parties

Competitive Set	Comments
Schaumburg Park District	3-hour party (Splashaway) or 2 hours for (Theme/Basic/Sport) for up to 15 people and \$10 per person for each additional. Includes paperware, silverware, tablecloths and party host. Splashaway party held during open swim hours. Customer can add a balloon arch, extra party room time, a character visit, pizza, and a theme. Basic: \$220/\$270, Theme: \$295/\$345, Splashaway: \$350/\$400.
Yu Kids Island	2 hour private party, includes; 1 slice of pizza per child & 1 juice box, paperware & tablecloths, party set up/clean-up/assistance throughout party, free birthday invitations, hot coffee for adults, food from Papa Johns at an additional cost.
My Party Princess	1.5 hour party. Includes: dress up and magical princess makeover for guests, princess activities, tea party and games, princess bracelet giveaway for each guest, and photo for birthday child. Many upgrades available upon request
Elk Grove Park District	3 Hour Indoor Pool Party. 2 hours in pool and 1 hour in room. Birthday child gets beach ball and t-shirt. Includes tablecloths and host. 25 paid admissions. Party held during Open Swim hours. Pirates Cove: 3 hour party, unlimited use of all attractions for party duration, party "captain", and paper pirate hats for guests. Food packages may be purchased. Carousel & Jump n' Jiggles party: 2-hour party includes private use of two rooms and 2 hosts, food packages may be purchased.

VI. SPECIAL EVENTS

A. Outdoor Special Events - Approximate Participation: 2,000 participants

1. Octoberfest & Springfest
2. Staff needed
 - a. 1 Full-Time Special Event Supervisor
 - b. 10-20 approximate Full-time Staff (day of event)

- c. 5-10 approximate Part-time Staff or Volunteers (day of event)
- 3. Purpose - To provide safe, fun, family-friendly recreational opportunities in that engage the community and bring diverse experiences to its residents.
- 4. Target Audience - Schaumburg Park District resident families. Fees are charged to participants ages 2+.
- 5. New programs/changes –
- 6. Trends – The department is committed to expanding its outdoor special events by introducing exciting new attractions. Among the trending additions we are exploring carnivals, petting zoos, and arts & craft fairs, three family-friendly experiences that will surely elevate the festivities.
- 7. Challenges – Outdoor events often require significant space, and as we continue to expand, the demand for more room grows. We've been brainstorming the idea of adding a carnival to one of its outdoor festivals, but the key question remains: where will we place it?
- 8. Future Plans – Continue to grow outdoor festivals and add new attractions.
- B. Other Special Events - Dependent on the event (most events in the gym have approximately 150 attendees and 200-300 at Water Works)
 - 1. Flick N' Float at WW
 - 2. Pumpkin Splash
 - 3. Underwater Eggstravaganza
 - 4. Funny Bunny
 - 5. Daddy/Daughter Dance
 - 6. Mother/Son Dance
 - 7. Pizza & PJs with Santa
 - 8. Staff Needed
 - a. 1 Full-Time Recreation Staff
 - b. 3-10 approximate Full-Time Staff (day of event)
 - c. 5-10 approximate Part-Time Staff or Volunteers (day of event)
 - 9. Purpose - To provide fun, innovative and unique family-friendly recreational opportunities utilizing the amenities of the Community Recreation Center.
 - 10. Target Audience - Schaumburg Park District resident families
 - 11. New programs/changes – This year, the department is planning to add an extra day to Santa's Flight, along with two additional timeslots. The department is also in the process of brainstorming new events tailored for both pre-teens and adults.
 - 12. Trends – All events are traditional parks and recreation special events that the community has grown to enjoy and expect, especially since Schaumburg is a diverse community with many family households with young children. The department has begun to implement a number of “pop-up” events and small free events

that do not require a large time commitment from busy families but are fun, cost effective, and entice patrons to get out into the community.

13. Challenges –As staff brainstorm new event ideas, one common challenge we face is lower enrollment during the initial launch. To address this, we will try intensifying the marketing efforts to generate greater interest and drive early participation. Additionally, we can continue refining our event ideas based on the interests of different age groups. A community survey was conducted to gather feedback on what types of events residents would like to see and provide valuable insights. Staff will use this to help tailor offerings to patrons' preferences.
14. Future Plans – Consistently introduce new event offerings to the public, tailored to community interest.

C. Outdoor Special Events - 500+ participants

1. Fahrrad Bike Tour
2. Movie in the Park at Meineke Park (Summer & Fall)
3. Flick N' Float at Atcher Island (Summer)
4. Santa's Flight to Schaumburg
5. Pick A Park (Spring, Summer, & Fall)
6. National Night Out
7. Fitness Events (Spring, Summer, & Fall)
8. Global Running Day
9. Staff Needed
 - a. 1-3 Lead Full-Time Recreation Staff
 - b. 1-6 additional Full-Time Recreation Staff (depends on size of event)
 - c. 5-15 additional staff or volunteers
10. Purpose - Our goal is to encourage community members and their families to enjoy outdoor activities across Schaumburg. The events help to highlight the beauty of its parks while offering a variety of events in different neighborhoods, ensuring there's something for everyone, no matter where they live.
11. Fahrrad Bike Tour Von Schaumburg: In partnership with the Village of Schaumburg, this event highlights Schaumburg's bike paths and promotes biking as a lifelong activity for residents to enjoy.
12. Movie in the Park: At these events we host either a themed or seasonal movie night on the lawn at MRC, offering themed giveaways, snacks, popcorn, and a fun, family-friendly experience for the community.
13. Santa's Flight to Schaumburg: In partnership with the Village of Schaumburg, the Schaumburg Airport will host a special holiday event, offering families a chance to enjoy quality time together and meet Santa in a unique and memorable way.
14. Pick-A-Park: The goal of this event is to encourage community members to explore lesser-known park locations, giving residents

the opportunity to discover areas of their community they may not be familiar with. Parks selected for these events are typically those that have recently been renovated or are brand new. The department also tries to select parks that are in or next to a neighborhood.

15. National Night Out: In partnership with the Village of Schaumburg's emergency services and the Park Foundation, the department hosts an enjoyable evening that introduces residents to its first responders, fostering friendly interactions and building community connections.
16. Target Audience - Schaumburg Park District resident families and non-resident guests.
17. Trends - Keeping up with the multiple ways of marketing and providing a convenient registration process for all participants, providing more "pop-up" free events that participants can choose to attend on a whim in their area of town.
18. Future Plans- Plans to introduce pop-up events, with a particular focus on hosting them at the outdoor pools and parks

VII. PRESCHOOL 2024

- A. The Schaumburg Park District preschool is licensed by DCFS and accredited by NAEYC. There are 25 preschool classes held at Bock, Meineke and Pat Shephard Centers. There are currently 301 children enrolled. 276 children are residents and 25 are non-residents.
- B. Staff
 1. 1 full-time staff
 2. 1 support staff (part-time)
 3. 28 teachers (part-time)
- C. Purpose - To support children's development and learning, respect individual differences and help children learn to live, play and learn cooperatively in a safe, healthy and nurturing environment.
- D. Target Audience - children 30 months to 5 years.
- E. Program Changes - In 2024 we added/changed time to the 3s class at Bock to make it a longer day by adding STEAM class in the afternoon. STEAM programs activities are developed to meet each child's needs and development level. We added extended day for the children at MRC by adding lunch buddies, and afternoon preschool to better meet parent needs.
- F. Trends - STEM/STEAM learning (Science, Technology, Engineering Math & Art), technology in the classroom, professional development and certification, accreditations, common core standards, bullying, inclusion, parent education and involvement. Parents are looking for preschool with more academics and longer times. In response to the current Trends, the preschool program will continue to develop the use of the tablets and smart boards. Training and use will help staff become more confident. The department has extended class times and added enrichment classes.

Staff are incorporating STEM into their lesson plans and classroom activities. Staff will continue to schedule large motor activities outside the classroom and incorporate field trips to the activity room, Sport Center, Spring Valley, and 601. Preschool will continue working with School District 54 to implement PBIS, STEM, and new Trends in the classrooms. Bullying and special accommodation will be addressed through teacher training. Parents were looking for extended hours in preschool, so we added an extended day program at PSC and Bock preschool information, forms, and happenings will be posted on the website and emailed to parents.

G. Preschool fees are reviewed and adjusted annually as needed.

Price Comparison

CENTER NAME	LOCATION	DISTANCE	TYPE	RATES Per hr A Days	3 Days	5 Days
Schaumburg Park District	Schaumburg		Park District	\$7.86/hr		
Hoffman Estates Park District	Hoffman Estates		Park District	\$7-9.50hr		
Streamwood Park District	Streamwood		Park District	\$6.82		
Roselle Park District	Roselle		Park District	\$7.79		
Hanover Park District	Hanover Park		Park District	\$6.50		
Elk Grove Park District	Elk Grove		Park District	\$8.75		
KinderCare	Schaumburg (3)		Child Care Centre			\$390 a week 12hrs
Harper College	Palatine		Community College Lab 1 Preschool room & 1 child care room	\$11.04		
District 211 Preschools	Schaumburg High School Hoffman Estates High School Conant High School		High School Lab Preschool 3 days a week	*	\$2.00/hr \$400/year	

*District 211 does not provide 5 days a week, only 3 days a week

SWOT Analysis – Preschool (specific to our own program or facility)

STRENGTHS

- Both DCFS Licensed and NAEYC Accredited
- Variety of class offerings, times and locations
- English/Japanese program
- Qualified teachers in Early Childhood coursework and training
- Research based curriculum
- Family involvement
- Experience teachers/low turnover
- Program field trips offered
- Preschool Enrichment classes
- Updated front entrance at PSC & MRC (automatically lock front doors)
- ePACT – teachers have easy access to children's information
- Having access to other sites. Enrichment rooms at CRC
- New Playground at MRC

WEAKNESSES

- Only some classroom doors can be locked at Bock and MRC
- Parking lot at PSC is small and gets very congested

OPPORTUNITIES

- Provide parents with immediate feedback through e-mail and face-to-face
- Mobile technology in the classroom
- ePACT for parents sign in/sign out
- Interactive web-based survey
- Open door policy allows parents to talk to staff before/after program
- Support from the Village, School District 54 and IPRA to bring in services to preschool staff
- 5 facilities (Spring Valley, The Farm, Sport Center, CRC and 601) that preschoolers can visit for field trips and exploring

THREATS

- There are many preschools in the area
- No bus services
- School District 54 Early Childhood Center
- Day care center

Competitive Set General	Comments
Schaumburg Park District	NAEYC Accredited, 2.5-year-old (2.5 hours) 2, 3 and 5 day, 3-year-old 2, 3 and 5 day (2.5 hour) and 4-year-old preschool, 2, 3 & 5 day (2.5 hour, 2 ¾ hour, 3 hour and 5.5 hour). Three locations are available.
Hoffman Estates Park District	Offer full day preschool DCFS licenced and Preschool for 2-3hrs for 2, 3 or 5 days
Streamwood Park District	Offers 2.25 hr. classes for 2.5-year-olds, 2 days a week. Offers 2-hour classes for 3-year-olds 2 days a week. Offers 1, 3, 5-day programs for 4-year-olds. Offers before school care (7 am-9am) for Preschool and AM Kindergarten students and after school care (end of school day-3:30) for Pre-schoolers, AM kindergarten -8 th graders

Competitive Set General	Comments
Roselle Park District	2-hour, 2 days for 2.5-year-olds 2.5-hour, 2 days for 3-year-olds 2.5-hour, 3 days for 4-year olds
Hanover Park Park District	Offer 2 locations Classes for 2-, 3-, and 4-year-olds
Elk Grove Park District	Offer preschool and kindergarten club. 2.5-4-year-old programs. 2-5 days a week. Offer a multi-age 3 & 4-year-old programs.
KinderCare, Schaumburg	Located on Bode Road, new location on Higgins Uses KinderCare Early Foundations Preschool program. Preschool is not separate from day care. Offer to/from elementary school. Located on Wise Road.
Harper College	NAEYC Accredited. Not open when campus is closed. School hours: 7:30 am - 5:30 pm. Preschool classroom for 3-5-year-olds 3hr and 5 hr programs offered.
Schaumburg High School Hoffman Estates High School Conant High School	9:30 – 11:50am classes 3 days a week for 3-5-year-olds. Offered (Sep-May) no preschool when high school is off

VIII. KASPER 2024 (Kids After School Program with Enrichment and Recreation)

- A. The KASPER before and after school program is held in eleven District 54 schools
 1. Aldrin
 2. Blackwell
 3. Campanelli
 4. Churchill
 5. Collins
 6. Dirksen
 7. Dooley
 8. Enders-Salk
 9. Hale
 10. Hoover
 11. Nerge
- B. The KASPER overflow locations for the before and after school program include:
 1. Community Recreation Center
 2. Meineke Recreation Center
- C. The KASPER summer program is held in two – four District #54 schools, Meineke Recreation Center (not utilized during the Summer 2024 or 2025 season), the Community Recreation Center and Bock Neighborhood Center. Please note that the number of school locations needed vary from year to year and does not always include one of the eleven schools KASPER services during the school year.
- D. Target Audience - During the school year, KASPER services children in Kindergarten through 6th grade whose parents or legal guardians need

care before school starts and after school ends. During the summer months when school is not in session, KASPER services children going into Kindergarten through 8th grade.

E. Staffing Personnel

1. Full-Time

- a. Manager of Education Services
- b. Assistant Manager of KASPER Programs
- c. Community Outreach and Enrichment Supervisor

2. Part-Time (Seasonal)

- a. Administrative Office Support Staff
- b. Field Leader/Training Coordinator (2)
- c. Site Coordinators (15-18)
- d. Assistant Site Coordinators (15-18)
- e. Counselors (70 – 120)
- f. Drivers (5-8)

F. Number of Registered Participants

- 1. The KASPER School Year program currently averages 330 children registered in the before school program and 700 children registered in the afterschool program.
- 2. The KASPER Summer season averages 350 individual campers registered.

G. Inclusion

- 1. The Schaumburg Park District believes in the right to an excellent recreational experience for all individuals from all backgrounds and ability levels. The KASPER program works with families in cooperation with Northwest Special Recreation Association (NWSRA) to assess any modifications that may be needed to successfully participate in KASPER. These accommodations could include observations, additional training for park district staff, adaptive materials and equipment, or aide assistance for the program. Throughout the year, KASPER services 25 – 30 participants that need one-on-one inclusion aid assistance in its program to help ensure a positive, full- inclusion recreational experience for those individuals.

H. State of IL Assistance

- 1. Schaumburg Park District accepts payment from the State of Illinois for childcare for families who provide the KASPER office with a letter “Approval of Request for Child Care Payment” provided by Illinois Action for Children. Currently there are 25 participants receiving state aid to help with the cost of care in its summer and school year programming.

I. Trends

1. Enhancing the Digital Experience

- a. KASPER Program Technology and Communication: Each KASPER program site is equipped with both an iPad and an iPhone, which are used daily for program sign-ins/outs,

maintaining emergency contact information, and facilitating communication between KASPER families and office personnel. Additionally, each site has been assigned a unique cellphone number and iCloud email account.

2. Program Enrichment

- a. KASPER is committed to expanding enrichment opportunities, including STEAM programming, to support youth development, student learning, and engagement. This effort also includes enhancing community involvement by cultivating new partnerships with local organizations and businesses.
- b. Through an Illinois Association of Schaumburg Park Districts PowerPlay Grant, KASPER continues to witness the benefits of taking the participants out of their daily environment, introducing them to the district's other recreational facilities and allowing them to experience different physical activities that we are unable to provide onsite. Utilizing its buses, all KASPER Fall sites will take one to two field trips a year to the various Schaumburg Park District facilities including the Sport Center, Water Works, Meineke Recreation Center and Spring Valley Nature Center.

J. SWOT Analysis

1. Strengths

- a. The KASPER program's policies, procedures, and objectives are clearly defined, rigorous, and consistently upheld across all Fall and Summer program sites, both in terms of structure and content. Adequate funding and comprehensive training are in place to effectively support these goal
- b. KASPER is a well-established before and after school and summer camp program. Families in the community have come to depend on KASPER to meet their needs regarding extended childcare.
- c. The school year and summer camp programs are hosted at District 54 and Schaumburg Park District facilities, operating from 7:00 AM to 6:00 PM to accommodate working households.
- d. Overflow sites are conveniently located with bussing included during the school year.
- e. Service a large range of ages – Kindergarten through 6th Grade during the school year and Kindergarten through 8th Grade in the Summer.
- f. Reasonable program cost with an additional child discount and no resident/non-resident fees.
- g. KASPER provides a wide range of activities that allow children to explore diverse interests, acquire new skills, form meaningful friendships, and express their creativity and

imagination. Our program staff are dedicated to fostering a nurturing environment that celebrates each child's individuality and unique interests. Safety and supervision are core elements of its program. The daily schedule is designed to be flexible, ensuring that each child's needs for security, independence, and stimulation are met. At any given time, children have the option to participate in one of several designated areas, including active recreation, outdoor recreation, open art, free play, or a quiet zone for reading and homework.

- h. KASPER offers care on in-service days, various holidays, and during Winter and Spring Break camps. On full days off, children participate in offsite field trips and/or enjoy swimming at Water Works, with these activities included in the cost of that day's care. Additionally, its Winter and Spring Break programs are now available to the public.

2. Weaknesses

- a. Transporting children to alternate locations when schools reach capacity introduces safety risks and causes delays in the timely start of the program
- b. Capacity Limits: Due to limited space at both base schools and overflow locations, some schools served experience waitlists.
- c. Staffing shortages in Special Recreation Assistance have resulted in interruptions to service for program participants.

3. Opportunities

- a. KASPER accommodates up to 60 participants at each school location. However, several schools have more than 60 families in need of after-school care. In these instances, the Schaumburg Park District buses children from their base schools to one of its recreation facilities—Meineke Recreation Center or the Community Recreation Center. During the 2024–2025 School Year, KASPER is successfully transporting over 90 children daily, effectively minimizing waitlists at most locations.
- b. Integrate additional enrichment opportunities into its programs.

4. Threats

- a. Competition for programming targeting the same age group within the Schaumburg Park District, including other childcare providers and districts, particularly during the summer months
- b. The ongoing economic recovery and the increase in work-from-home opportunities for families have led to a reduced demand for childcare services, particularly those requiring full-time, five-day-a-week attendance.

- c. An increase in inclusion aid requests, coupled with insufficient NWSRA staffing for KASPER programming, has led to delays in participant inclusion."
- d. Staffing competition within the community with the increase of minimum wage.

Cost Comparison – School Year

Program Fees			
Organization Name	Before Care Program	After Care Program	School Days Off
Schaumburg Park District KASPER Before and After School Program	<u>District 54</u> AM 5 Day (176 days) – 9 payments Course Fee = \$1,584.00 Monthly Fee = \$176.00 AM 3 Day (approx.108 days) Course Fee = \$1,002.75 Monthly Fee = \$111.42	<u>District 54</u> PM 5 Day (172 days) Course Fee = \$2,820.80 Monthly Fee = \$313.42 PM 3 Day (approx.108 days) Course Fee = \$1,827.00 Monthly Fee = \$203.00 Note: Discount offered for each additional child	7:00 AM – 6:00 PM \$68.00/Day
Hoffman Estates Park District STAR Before and After School Program	AM 5 Day (9 payments) Course Fee = \$1,520.00 Monthly Fee = \$152.00 AM 3 Day Course Fee = \$891.00 Monthly Fee = \$99.00 Note: Discount offered for each additional child	PM 5 Day (9 Payments) Course Fee = \$2,322.00 Monthly Fee = \$258.00 PM 3 Day Course Fee = \$1,557.00 Monthly Fee = \$173.00 Note: Discount offered for each additional child	7:00 AM – 6:00 PM \$77.00/Day
Palatine Park District	AM 5 Day (10 payments) Course Fee = \$1,710.00 Monthly Fee = \$171.00 AM 3 Day (10 payments) Course Fee = \$1,315.00 Monthly Fee = \$131.54	PM 5 Day (10 payments) Course Fee = \$3,620.00 Monthly Fee = \$362.00 PM 3 Day (10 Payments) Course Fee = \$2,916.00 Monthly Fee = \$291.60	8:00 AM – 5:00 PM \$85.00/Day
Arlington Heights Park District	AM 5 Day (9 payments) Course Fee = \$1,706.25 Monthly Fee = \$189.58 AM 3 Day Course Fee = \$1,121.04 Monthly Fee = \$124.56	PM 5 Day (9 Payments) Course Fee = \$2,227.75 Monthly Fee = \$247.53 PM 3 Day Course Fee = \$1,465.56 Monthly Fee = \$162.84	7:00 AM – 6:00 PM \$75.00/Day

Cost Comparison – Summer Camp

Program Fees			
Organization Name	5 Day Program	3 Day Program	Extended Care Program
Schaumburg Park District	5 Day Program Weekly Fee = \$340.00 Summer Camp Hours 7:00 AM – 6:00 PM Note: No resident/non-resident fee	3 Day Program Weekly Fee = \$219.00	N/A
Hoffman Estates Park District	5 Day Program (Res/Non) Weekly Fee = \$198.00/\$208.00 Summer Camp Hours 9:00 AM – 3:30 PM	3 Day Program (Res/Non) Weekly Fee = \$149.00/\$158.00	Before Care (7:00 – 9:00 AM) 5 Day Program (Res/Non) Weekly Fee = \$40/45 After Care (3:30 – 6:00 PM) 5 Day Program (Res/Non) Weekly Fee = \$45/50
Roselle Park District	5 Day Program (Res/Non) Weekly Fee = \$200.00/210.00 Summer Camp Hours 8:30 AM – 3:30 PM	3 Day Program (Res/Non) Weekly Fee = \$150.00/\$180.00	Before Care (6:30 – 8:30 AM) Per Day Program (Res/Non) Daily Fee = \$15/\$20 5 Day Program (Res/Non) Weekly Fee = \$54/\$64 After Care (3:30 – 6:00PM) Per Day Program (Res/Non) Daily Fee = \$17/\$22 5 Day Program (Res/Non) Weekly Fee = \$64/\$74

IX. SENIOR CENTER 2024-2025

A. Trips: 7 trips taken (15 offered), over 200 participants

1. Staff

- 1 Full-time Staff to oversee the Senior Center and Trips
- 1 Part-time escort (hired January 2025)
- 1 Bus driver

- Purpose – Provide daily social and recreational opportunities with offsite trips, multiple day trips and extended trips. Provide a positive memorable experience to develop friendships, keep active and the opportunity to engage in activities they may not be able to do on their own.

3. Target Audience – Residents/non-residents who are 55+
4. Programs offered or changes occurring in 2025
 - a. Movie Matinee Mondays
 - b. Indoor Bocce Tuesdays
 - c. Wellness Wednesdays
 - d. Technology Thursdays
5. Trips that may take the seniors out of their comfort zones and participating in fun excursions.
6. Friday Lunch Club. We will substitute brunches and dinners exploring unique restaurants.
7. Increased trip offerings to encourage attendance.
8. Offering more educational programs and classes. AARP and Library presentations have returned to in person classes.
9. Offering multi-day and international trips.
10. Trends - Currently the senior center is bringing back programs and trips that were running before the pandemic as well as adding new programs that will attract the senior population of the younger generations.
11. Challenges – Communication reaching the seniors with its brochure going completely digital. Getting to know the new senior population and their needs.
12. Future Plans – To continue to make the senior center a place where people feel welcomed and involved. To add new trips that will enhance their lives. Continue to rotate the favorite trip destination and explore new destinations and entertainment.

SWOT Analysis – Senior Center (specific to our own program or facility)

STRENGTHS

- Each senior is made to feel important and welcomed on each trip. We seat them with their friends at all plays/shows/ballgames. We have developed relationships with the seniors. We listen to their ideas and try to make them happen.
- Own our bus which means costs can stay down.
- There is no cost difference for residents and non-residents.

WEAKNESSES

- Keeping a bus running efficiently and clean is a challenge with the trip schedule and the weather.
- Seniors have high expectations and are not always open to change.
- The cost of goods and services have gone up leading to high registration fees for activities and trips.

OPPORTUNITIES

- We could do joint trips with other park district senior centers.
- Increase direct marketing and promotions.
- Over 40% of Schaumburg is senior citizens.

THREAT

- We will have to look outside the box for trips we have not taken. To stay competitive with the other senior centers, we will need to keep current and seek out new and fresh ideas for trips.

SWOT Analysis – Senior Center (specific to our own program or facility)

- Other senior centers allow their non-residents to register same day at an added cost instead of on a separate day.
- We welcome our seniors to bring their friends from other towns or out of town (state) as well as their children on our trips. I think this makes the patrons feel comfortable and more likely to travel with us.
- The younger senior population is more active and not always willing to join a senior center.

Competitive Set General Trips	Comments
Schaumburg Park District	We have day trips. Trip attendance has increased to pre-pandemic levels. We have our own bus to keep costs down. We have employees who know CPR.
Hanover Township Senior Center	Different/Same: They take trips, but only a couple a month. They have volunteers that escort their trips. They take an occasional overnight trip to a casino. We have a trip almost every week or a couple in a week at least. We have paid escorts who are CPR trained as well as our own day coach (which is handicapped accessible). Our driver is also CPR trained. We do not charge extra for out of district patrons.
Hoffman Estates Senior Center	Different/Same: They charge \$3 extra for out of district when doing trips. They only take about 1 trip a month. As far as I know they do not take multiple day trips. They do in house luncheons like us but do not have a lunch club which explores different kinds of cuisines and promotes socialization.
Elk Grove Senior Center	Different/Same: They have a small passenger bus that allows 15-20 people to go on trips. They have a small trip schedule for the year and are usually priced higher than ours.
Schaumburg Library	Different/Same: The library does not offer trips , only in-house programs
Encore Village	Different/Same: Encore Village doesn't take many trips but when they do it is with their small 15 -20 passenger bus and they usually do a nice meal beforehand. Donna Brown their activities leader escorts the trip. If they want to do a Broadway play like Jersey Boys or the Opera they usually sign –up with the Schaumburg Park District.

CENTER NAME	LOCATION	DISTANCE	TYPE	RATES
Schaumburg Park District	505 N. Springinsguth Rd. Schaumburg, IL 60194		Private public etc.	No charge
Hanover Township Senior Center	250 South Rt. 59 Bartlett 630-483-5600	7.5 miles from SPD	public	Suggested donations for the trips are suggested
Hoffman Estates Park District	1685 W. Higgins Rd Hoffman Estates 847-885-7500	2.10 miles for SPD	public	\$3 more for non- residents
Elk Grove Park District Sheila Ray Center For Adults	225 Elk Grove Blvd. Elk Grove Village 847 364-7224	9 miles from SPD	public	\$4 more for non-residents
Schaumburg Library	130 S. Roselle Rd Schaumburg 847-985-4000	2.9 miles from SPD	public	Rate is the same for res/non-res
Encore Village	350 West Schaumburg Rd Schaumburg 847-884-5000	2.5 miles from SPD	Private/non for profit	They pay extra for trips but everyone is the same

B. Drop-In Weekly Programs

1. AARP Driver's Safety – 160
2. Cards – 2100
3. Billiards – 2500
4. Bocce' – 200
5. Bingo – 3120
6. Table tennis – 2000
7. Golf league- 232 in the league
 - a. Purpose – To provide social and recreational opportunities daily through in-house activities and programs. Also provide the experience of developing friendships and keeping active.
 - b. Target Audience – Residents/non-residents who are 55+
 - c. New programs offered or changes
 - d. The renovated billiards room has vastly improved the number of players who enjoy playing 7 days per week.
 - e. Trends – The senior population continues to be more active, and they are looking for new and exciting trip ideas that will peak their interests.
 - f. Challenges - Some seniors often feel uncomfortable or do not have access to register online. The department does not have a stand-alone center; therefore, the department shares its rooms with other park district programs. Relocating

programs at times receives complaints as some patrons become territorial.

- g. Future – Continue to make the senior center a place where people feel welcomed and involved. The department will continue to encourage its seniors to be mindful, stay active and engaged for their well-being. The department will encourage the seniors to bring a friend with them to future activities.

Weekly Schedule

Monday	8:30a-11:30a	Table Tennis
	8:30a-4p	Bocce
	8:30a-4p	Billiards
	8:30a-4p	Cards/Games
	12p	Movie Matinee*
	9:15a-12:15p	Pickleball \$5/person (at The Sport Center)
Tuesday	8:30a-4p	Bocce
	10a-2p	Indoor Bocce
	8:30a-4p	Billiards
	8:30a-4p	Cards/Games
	9:15a-12:15p	Pickleball \$5/person (at MRC)
Wednesday	8:30a-11:30a	Table Tennis
	8:30a-4p	Bocce
	8:30a-4p	Billiards
	8:30a-4p	Cards/Games
	9:15a-12:15p	Pickleball \$5/person (at The Sport Center)
	12p-2p	Bingo
	1:30p-4p (Sep.-April)	Senior Walking Club (meets at the CRC walking track)
Thursday	4p-5p	Schaumburg's Strolling Seniors
	8:30a-4p	Bocce
	8:30a-4p	Billiards
	8:30a-4p	Cards/Games
	9:15a-12:15p	Pickleball \$5/person (at the Sport Center & MRC)
Friday	8:30a-4p	Bocce
	8:30a-4p	Billiards
	8:30a-4p	Cards/Games
	9:15a-12:15p	Pickleball \$5/person (at The Sport Center)

*Movie Matinee schedule will be posted at the Senior Center

CENTER NAME	LOCATION	DISTANCE	TYPE	RATES
Specific facility or program name from above			Private/public	Res/non res rate for membership
Hanover Township Senior Center	250 South Rt. 59 Bartlett 630-483-5600	7.5 miles from SPD	public	No fee but suggested donations for trips and programs
Hoffman Estates Park District	1685 W. Higgins Rd Hoffman Estates 847-885-7500	2.10 miles from SPD	public	Current rate is \$3 for membership. Rates are going up.
Elk Grove Park District	225 Elk Grove Blvd. Elk Grove Village 847 364-7224	9 miles from SPD	public	\$25 for Res membership per year \$35 for non-res
Schaumburg Library	130 S. Roselle Rd Schaumburg 847-985-4000	2.9 miles from SPD	public	No fee.
Encore Village	350 West Schaumburg Rd Schaumburg	2.5 miles from SPD	Private, not for profit	All activities included in rental agreement.

Competitive Set General Overall Program	Comments
List competitors both municipal and private if applicable	Quick description and how different or similar program or facility might be
Hanover Township Senior Center	<p>Different: They are a stand-alone center, subsidized programs/trips, lottery system for trips, no fee but suggested donation for programs/trips. Operated by volunteers. They have a bus for \$1 that transports the seniors. They rent a bus for their trips.</p> <p>Same: Serving seniors from, Hanover Park, Streamwood and Schaumburg. They have BINGO, choral groups, art classes.</p>
Hoffman Estates Senior Center	<p>Different: Senior for them is 50. They have a \$5+ charge for access to the facility walking track use of all that's available in the senior center, Wii bowling and computer with internet access. Their non-resident fee is \$3 more.</p> <p>Same: They also have coffee, tea, cards/games, special lunches, occasional trips, long distant trips. Have active pickle ball programs</p>
Elk Grove Senior Center	<p>Different: \$30/\$40 n yearly membership. Membership gives you bi-monthly newsletter and access to all activities/programs, but trips are extra. Wii Bowling, line dancing, dances, Special Exercise classes for Parkinson/arthritis patrons are also offered. They rent a bus for their trips.</p> <p>Same: Billiards, BINGO, Canasta, Exercise, Pinochle and some day trips.</p>

Competitive Set General Overall Program	Comments
Schaumburg Library	Different: They offer lectures on topics like Art and they also offer cooking classes. They rent a bus for their trips.
Encore Village	Different: The residents all live there. Their money goes toward their living arrangements, meals and most activities. They have a Lifestyles program that plans in house activities/programs. They take minimal trips. They are not for profit. Same: “Silver Games” friendly games competition is the product of both of our facilities. In common we have exercise, BINGO, cards, aquatics, billiards and themed social meals.

X. CULTURAL ARTS 2024

A. Dance

1. Participants: 1,864; 87% residents
2. Classes offered
 - a. Youth classes: acro, ballet, pointe, contemporary, tap, jazz, hip-hop, floor barre, stretch and conditioning, leaps and turns, classical Indian
 - b. Dance companies (Expressions and Charmed)
 - c. Adult classes: Ballet, Jazz, Latin, Classical Indian
 - d. Dance camps
 - e. Summer dance concerts (Arthur Murray instructors)
3. Staff
 - a. Supervisor of Cultural Arts
 - b. Dance instructors (part-time & contractual)
 - c. Volunteers - 30 at dance recitals
4. Purpose - to provide skill-building techniques through various dance forms to dancers ages 2 through adult while providing a pleasant atmosphere essential for learning. Instructors provide every student a solid dance foundation at all skill levels, while incorporating individual creativity and fun.
5. Target audience - residents and non-residents, toddlers through adults
6. Trends – TikTok remains a popular trend with teens. This drives the increased enrollment in hip hop classes. As more individuals prioritize their physical and mental well-being, the integration of health and wellness into dance education will continue to grow. The dance industry has been gaining momentum in its quest for inclusivity and accessibility. Dance studios must be places of diversity where everyone feels welcome. This involves offering classes tailored to different age groups, abilities, body types, genders, and cultural backgrounds.
7. Dance continues to provide a balanced way to stay healthy. The social benefits are as important as is learning a new skill. Studies show elderly participants who danced frequently had a 75% lower

risk of developing dementia. Notably, dancing was the only physical activity found to have an effect that offered protection against dementia.

8. Future trends – Dance challenges on TikTok are moving from simple dances to more complex routines that require practice and precision. This reflects a growing appreciation for dance and encourages creativity and participation. Neo-Classical dance is a up and coming trend that combines classical dance techniques with modern movement. Ease of online registration. More social media presence.

SWOT Analysis - Dance (specific to our own program or facility)

STRENGTHS

- Dance instructors are highly qualified and experienced. All instructors have dance degrees or teaching experience and have been trained on our standardized curriculum
- Four dance studios equipped with sprung floors, mirrors, barres and professional sound systems
- Two dance studios with Marley floors.
- Classes are offered for ages 2-adult in a variety of styles and at multiple times at 2 locations.
- Classes are offered for beginner students through advanced students
- Dance recitals offered as an option for all age levels.
- Enrollment is by age and skill level.
- Little Star Dancers 2-5 years old perform on CRC stage.
- Inspire Dancers (5 & Up) perform at the Al Larson Prairie Canter for the Arts
- Two award-winning dance companies: Charmed, and Expressions offered for students interested in additional performances and/or competitions. Enrollment is by audition only
- Class fees in competitive price range for target market
- Unlimited dance package for Inspire classes
- Social classes with Arthur Murray of Schaumburg instructors
- Classical Indian Dance and Latin Dance classes offered for children and adults

WEAKNESSES

- Beginning through advanced dancers require a larger stage and backstage so recitals are held at Al Larson Prairie Centre for the Arts which results in a rental fee
- Higher-level dance classes are offered at a specific time to meet the need of extra curriculars in school
- Lower-level classes are offered mostly early in evening due to limited dance rooms and conflict with advanced levels need for later classes
- Sharing dance studio with fitness classes and special events cause scheduling difficulties
- Not enough advertising of dance classes to the community
- Many staff members have full time jobs that limit them to classes after 6pm

OPPORTUNITIES

- Offer new genres of dance
- Expand companies
- Grow male participation
- Offer additional ethnic dance classes
- Video cameras and monitors to assist in teaching technique in each studio

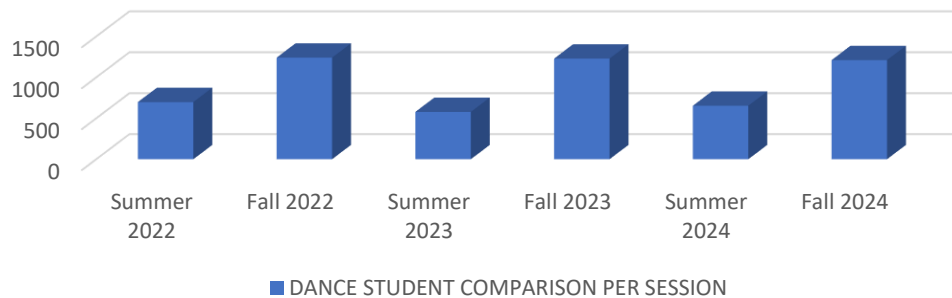
SWOT Analysis - Dance (specific to our own program or facility)

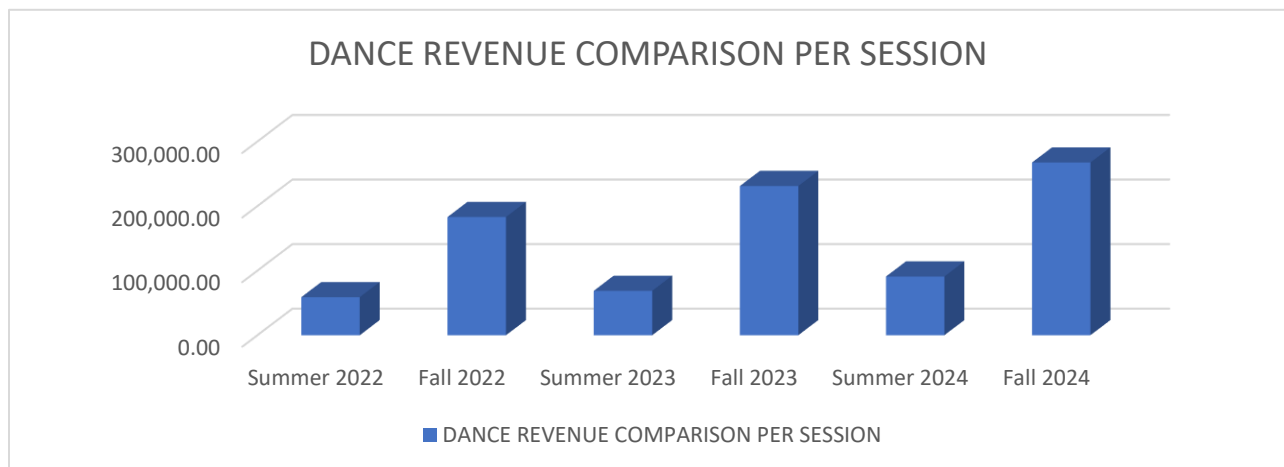
- Growth in disposable income is positively correlated to industry revenue – more discretionary funds available to spend on dance classes
- Dance conventions and classes offered to staff to continue dance education

THREATS

- Rise Dance Studio in competition with SPD Little Stars and Inspire Dance Academy with the mind-set of private studio versus park district studio
- Studios that offer family rate discounts
- Studios with more effective technology
- Recital tickets and costumes fees
- Rising costs of costumes from vendors
- Rising costs of competitive dance competitions
- Health clubs that offer dance instruction along with other fitness classes are a source of external competition. Health clubs are increasingly offering a wider range of dance and aerobics classes to their members. Competition also arises from other fitness courses such as yoga and Pilates studios, which offer alternate forms of exercise for key demographics

DANCE STUDENT COMPARISON PER SESSION





Dance Price Comparisons

Dance Studio	Average Class Length	Average \$ per Hour
Schaumburg Park District's Little Stars and Inspire Dance Academy	1 Hour	\$13
Bartlett Park District	45 min	\$13
Des Plaines Park District	1 hour	\$20
Elk Grove Park District Dance Centre	1 hour	\$15
Hoffman Estates Park District	1 hour	\$15
Rise Dance Center	1 hour	\$17
Itasca Park District	45 min	\$16
Roselle Park District	45 min	\$10

B. Drama

1. Participants
 - a. 175 actors
 - b. 73 drama students
2. Drama classes provide instruction in theater terminology, improvisation, pantomime, character development, audition techniques and performance skills using creative drama exercises to students ages 6-adult. The three productions offered annually have unique qualities to accommodate the beginner through the seasoned pro. The youth production classes showcase the work of

actors aged 7-17 years old while the community theatre productions are open to adults as well and sometimes feature a live pit orchestra.

3. Programs offered
 - a. Youth classes
 - b. 1-2 youth production classes for ages 7-17
 - c. 1-2 community theatre productions.
 - d. 2 off-site dinner theatre productions
 - e. 2 Performing Arts Camps with fully realized productions and 4 skill building camps.
4. Staff
 - a. 3 employees for classes
 - b. 17 employees for productions/events
5. Purpose - To provide every student with the opportunity to learn life skills through the lens of theatre.
6. Target Audience – Residents and non-residents, youth through adult
7. Trends – While drama programs are still popular, the rising cost of living is causing many adult participants to save money they would otherwise spend on hobbies. Technology continues to play a large role in productions. Many patrons are tending toward purchasing tickets to shows in an auditorium setting due to the higher quality of acoustics and the better overall participant experience.

SWOT Analysis - Drama

STRENGTHS

- Highly qualified and experienced directors and production staff. Provides the opportunity for participants and staff to work with a wide variety of area professionals.
- Quality productions which are well-received by patrons and parents of participants.
- Several recent upgrades to costumes, scenery and technical equipment.
- On-line ticketing.

WEAKNESSES

- House is gym not theatre - no dedicated space for drama.
- Multi-use space which limits rehearsal time, build time and number of productions - unable to have two weekends of performances or rehearse onstage before tech.
- Minimal space to store costumes and technical equipment.
- No way to fly scenery or hide scenery on stage.
- Limited advertisement beyond Facebook and physical flyers.
- Lack of available theatre seating and visibility of stage.

OPPORTUNITIES

- Obtain dedicated theatre space or rental space for larger productions.
- Performances for in-house groups such as Kasper, Senior Center and summer camps.
- Former member of American Association of Community Theatre (AACT).
- In search of supplemental funding via available grants.

SWOT Analysis - Drama

THREATS

- Competition from neighbouring park districts as well as organizations like HOTT Productions and Schaumburg on Stage. Their productions are held in an auditorium, which participants and audience members prefer.
- Rising costs for costume rentals and building scenery.
- Theatres whose run is over several weekends allowing for word-of-mouth advertising.
- Staff wage increase driving up production costs.

Drama Price Comparisons

Theatre program	Offers:
Schaumburg Park District	Youth classes ages 6-18; 1-2 Youth production classes ages 7-17; 1-2 community theatre productions, 6 summer camps. Average casting fee \$199 plus \$5 audition fee. Costumes provided.
Music on Stage (Palatine Park District)	3 adult shows per year. No audition or casting fees. Costumes provided.
Barrington Park District	Youth classes ages 3-12; at least one production class per year. Casting fee \$360/\$450 for 7-12 yo. Discounts for younger groups who are in less of the show. Participants provide their own costumes.
Des Plaines Park District	No Theatre programs listed
Hoffman Estates Park District Partnered with HOTT	Ages Kinder-adult. At least 2 youth productions and one community theatre production per year. Youth production class fee \$350.
Wheaton Park District	Ages 7-18. At least 1 production class per year. Casting fee \$200/\$250 plus an \$8 audition fee.
Roselle Park District	At least one youth production class and one community theatre production per year. Ages 5-adult. Casting fee \$191/\$201 with \$10 audition fee. Discounts available for 5-7 yo and for adults with children also in the show.

C. Music

1. Participants: 346 in 2024
2. Music is a pivotal subject to learn and can lead to better brain development, increase human connection, and even provide stress relief. Not only will music education allow children to develop their musical skills, but it will also give them the opportunity to work on

their math, reading and writing skills. Music will also teach time management and discipline.

3. Classes offered: private lessons in piano, voice, percussion, drums, bass guitar, and guitar
4. Staff: 9 employees
5. Purpose - Students of all ages gain important lifelong learning abilities and coping techniques from the study of music
6. Target Audience – Residents and non-residents, ages 5-adult
7. Trends – Students are tending to sign up for lessons with an interest in learning pop music by their favorite artists.

SWOT Analysis - Music (specific to our own program or facility)

STRENGTHS

- Music instructors are highly qualified and experienced.
- Clavinova group piano lab. *Clavinovas are digital pianos that have a weighted key similar to an acoustic piano.* We were able to replace 3 of these pianos in 2024.
- Classes are offered for beginning through advanced.
- Four private music studios at CRC.
- Private music offerings: piano, voice, guitar, bass guitar, and drums for ages 7-adult (7 days a week).
- Group classes offered for piano for ages 5-adult 4 days a week.

WEAKNESSES

- Difficult registration process for private students.
- Lower enrolment in music group classes/privates in summer.
- Sound from practice rooms is disruptive for neighbouring classrooms.

OPPORTUNITIES

- Create summer orchestra/band program.
- Adding additional group classes
- Foster a relationship with area teachers.
- Former member of IMA

THREATS

- Mind-set of private versus park district.
- Private students who take off sessions and try to return to their previous time slots which are no longer available.
- Competition with other companies i.e. School of Rock.
- Many students are self-teaching via online instructional videos.

Music Price Comparisons

Music Studio	Average Class Length	\$ Range per Class	Offers:
Schaumburg Park District Group & Private	30 min-55min	\$16.60-\$33	Piano, Guitar, Bass Guitar, Drums, Voice
Barrington Park District Private	30 min	\$70	Voice, Guitar, Percussion, Music Production, Song writing
Music & Arts Private	30 min.	\$23-\$39	Banjo, Strings, Piano, Voice, Percussion, Brass, Woodwinds, Mandolin, guitar, bass guitar
Schaumburg Music Academy Private	30 min.	Not listed	Piano, Voice, Strings, Woodwinds, Brass, Percussion
Des Plaines Park District Private	30 min	\$35-\$43.75	Guitar, Voice, Piano, Drums, Ukelele
Wheaton Park District Private	30 min	\$28-\$39.25	Piano, Voice and Guitar
School of Rock, Schaumburg Private and group	1 hour	N/A	Guitar, Bass, Keyboard, Drums, Vocal, Band Rehearsals
Roselle Park District Private	30 min	\$19-20	Violin, Vocal, Piano. Guitar

D. Visual Arts

1. Participants: 782
2. Classes offered in ceramics, drawing, painting, and mixed-media for ages 3-adult.
3. Staff: 3 employees for classes
4. Purpose – Exposure to art through various media.
5. Target Audience – Residents and non-residents, youth-adult
6. Trends - Visual arts - especially for children in art class help develop visual-spatial skills. The trend in art education is to teach students how to interpret, criticize, and use visual information, and how to make choices based on it.
7. Future Plans –Drop-in classes.

SWOT Analysis – Visual Arts (specific to our own program or facility)

STRENGTHS

- Art instructors strongly qualified with 5+ years teaching experience.
- Dedicated room used for art classes. Eight pottery wheels and 2 kilns in ceramic room.
- Ceramic classes offered for ages 3-5 with parent; youth-adult classes. Drawing, painting and combo class.
- Classes offered 6 days a week.
- Class fees in competitive price range for community.

WEAKNESSES

- Not reaching adult demographics.
- Limited space to store art projects.
- Low enrolment in non-ceramics classes leads to many cancellations.

OPPORTUNITIES

- Continue to re-organize art classes to have skill levels that encourage retention.
- Offer new genres of art classes.

THREATS

- Art studios with advanced equipment and technology.
- Studios with galleries.
- School art programs.

Visual Arts Price Comparisons

Competitive Set General	Comments
Schaumburg Park District	Ages 3-adult. 45min-2hour classes in ceramics, drawing, painting, cartooning, and mixed media. Price for 60 min class is \$20/\$22.
Barrington Park District	Ages 6-13. 45-60 min classes in drawing with workshops for bracelet and comic book making. Average price \$36/\$45.50.
Des Plaines Park District	No Visual Arts Programs Listed
Roselle Park District	Ages 5-15. 45 min classes in Anime, Drawing, Cartooning, and a class that changes subjects each time. Average price \$20/\$24 per class
Hoffman Estates Park District	No Visual Arts classes found.
Wheaton Park District	Ages 4-adult. 60-90 min classes in various mediums but a focus towards pottery classes. Average price \$11.25 for a 60 min class.

12.6 INITIATIVES

I. CUSTOMER SATISFACTION

- A. We will create a comprehensive process for evaluating programs and facilities, standardizing the evaluation form with minor modifications. Work in partnership with C&M to internally produce a dashboard that aggregates results from all recreation areas on a seasonal basis. Consider implementing QR code evaluations across all areas, and follow up as necessary, to maintain high levels of participant satisfaction and retention.
- B. We will examine and revise all dog park policies to guarantee a positive member experience, streamlining processes such as registration, vaccine updates, and document storage. We will collaborate with the business department in modernizing the registration process.
- C. We will prioritize Community Wide Survey items such as pickleball, senior programming, community events, fitness and others in regard to programs and facilities.

II. FINANCIAL SUSTAINABILITY

- A. We will work closely with the business/finance department to adopt a bottom-up approach to budgeting that is both realistic and accurate.
- B. We will annually review program areas, establish a system to monitor programs or events that fail to meet revenue goals, and develop plans to improve operations of under-performing programs or consider ending consistently under-performing areas.

III. OPERATIONAL EXCELLENCE

- A. We will create a comprehensive orientation program for new part-time employees. Provide cross-training on various district offerings, including recreation operations, HR policies, payroll information, registration, risk management, and facility operations, among others, to give them a well-rounded understanding of the organizational structure.
- B. We will review and update internal staff benefits, workplace culture, and incentives to ensure a standardized experience for all employees across we. This will aim to increase retention and referrals among part-time or seasonal staff. The changes may include a new comprehensive training program, a review of compensation scales, and investment in employee development to foster loyalty. The possibility of service award bonuses will also be explored.

IV. EMPLOYEE DEVELOPMENT AND ENGAGEMENT

- A. We will give full-time staff throughout the district the chance to lead the new part-time orientation program, offering an opportunity to gain knowledge about other district operations.
- B. We will educate staff on the proper review of monthly budget reports and implement a requirement for a quarterly variance report to improve

financial awareness and enable real-time adaptation for better results before the end of the fiscal year.

- C. We will implement regular training to ensure all staff consistently deliver 5-star customer service.

12.7 COMMUNITY INPUT

National Trend Analysis and Strategic Implications

The top five needs identified in the Schaumburg Park District 2025 survey reflect broader national and regional trends in parks and recreation. Addressing these needs not only fulfills community demand but also aligns with best practices in the field:

Aging Population & Wellness Focus

The high demand for warm water therapy pools reflects an aging community and increased interest in rehabilitation, therapeutic exercise, and year-round wellness opportunities.

Active Lifestyles & Connectivity

Walking and biking trails remain one of the most desired amenities nationwide. Trends show residents want safe, connected, and accessible outdoor options for daily exercise and commuting.

Year-Round Access & Climate Considerations

Indoor running/walking tracks provide safe alternatives during winter and inclement weather, supporting consistent physical activity for all ages.

Health, Fitness, and Technology Integration

Indoor fitness facilities are increasingly popular, with growing expectations for group exercise, flexible spaces, and technology integration (apps, wearables, virtual classes).

Addressing these needs will continue to position Schaumburg Park District as a leader in community wellness, recreation accessibility, and family engagement.

Recommendations focus on expanding therapeutic, fitness, and multi-use facilities, supported by emerging trends in health, connectivity, and year-round recreation.

Top 5 Community Needs & Recommendations

Based on the Schaumburg Park District 2025 Needs Assessment Survey, the following represent the five most frequently mentioned and unmet community needs. Below are suggested strategies to help address each need, guided by recreation trends and community best practices.

1. Warm water therapy pool

Consider developing or partnering with local healthcare providers and rehabilitation centers to create a warm water therapy pool. This could be integrated into the CRC or at Bock as a wellness-focused facility offering physical therapy and aquatic exercise.

2. Walking and biking trails

Expand and enhance walking and biking trails by improving connectivity between neighborhoods, parks, and commercial areas. Possibly incorporating features like fitness stations, lighting and signage.

3. Indoor running/walking track

Continue to assess the possibility of developing an indoor track that can be co-located with fitness or recreation centers. This provides a safe, weather-independent space for all ages, especially valuable during winter months.

4. Indoor fitness and exercise facilities

Expand indoor fitness and exercise offerings, including flexible space for group classes, cardio and strength equipment, and wellness programming.

Incorporating technology (apps, wearables integration) can help attract younger demographics.

5. Indoor swimming pools/leisure pool

Invest in an indoor leisure pool with both lap lanes and family-friendly features. A multi-use aquatic center can address fitness swimming, lessons, and recreational play, maximizing community reach.

SECTION 13.0 - COMMUNICATIONS / MARKETING

13.1 RESPONSIBILITIES / ACCOUNTABILITY

Four full-time employees currently staff the Communications Department. The Department promotes all district programs, projects, events and facilities; handles all public relations for the District; and is responsible for the Schaumburg Park Foundation's fundraising, sponsorship, and operations.

- I. PUBLICATIONS (WRITING, DESIGNING, PRODUCTION)
 - A. Seasonal Program Guide, Snapshot and Summer Camp Guide
 - B. Flyers, Posters, Display Inserts
 - C. Signage
 - D. Annual Report
 - E. Foundation Brochures and Event Handouts
 - F. Business Cards, Letterheads, District Forms
 - G. Tri-fold Program and/or Facility Brochures
- II. DIGITAL COMMUNICATIONS
 - A. Generate and maintain District websites and mobile sites, social media pages, apps, and internal intranet
 - B. Produce and execute email marketing campaigns
 - C. Produce digital forms
 - D. Maintain e-mail databases by selected interest or by utilizing program/event participation reports to aid in classification
 - E. Monitor analytics of all digital communication channels and adjust content accordingly
 - F. Post District information on community and media websites
 - G. Respond to citizen inquiries and comments received via website, email, social media, and search engines
- III. DIGITAL MESSAGING/TELEVISION/VIDEO
 - A. Maintain digital facility messaging and digital marquees
 - B. Maintain cable-TV messaging system
 - C. Video content production for use in a variety of platforms (i.e., golf cart video, social media videos, etc.)
- IV. MEDIA RELATIONS
 - A. Submission of Press Releases and Media Advisories
 - B. Maintain Media Contacts
 - C. Crisis Communication Planning
- V. VISUAL IDENTITY
 - A. Logos for the District, facilities, programs, and apparel
 - B. Maintain consistent visual identity throughout the District with established brand guidelines on color schemes and logo usage.

- C. Consistent brand impression at internal and external events using branded tablecloths, merchandise, and banners.

VI. **SPONSORSHIP**

- A. Identify sponsors to fit with programs/events
- B. Oversee and track fulfillment
- C. Administer Park Partnership Program
- D. Develop and manage contracts
- E. Be active in the local business association and the tourism bureau

VII. **FOUNDATION AND EVENTS**

- A. Foundation operations and event execution
- B. Tribute Park brick and bench orders administered and fulfilled
- C. Foundation website maintained and updated

VIII. **PROMOTIONS**

- A. Promotional items (design and purchase)
- B. Facility banners and signage
- C. Displays
- D. Take Time for Fun brandmark or official SPD logo on all marketing collateral
- E. Advertising in print publication

13.2 ORGANIZATION / PERSONNEL

I. **PERSONNEL – FULL-TIME**

- A. Director of Marketing & Communications
- B. Communications Specialist (2)
- C. Graphic Designer

II. **ORGANIZATION**

- All positions report to the Director of Marketing & Communications.

13.3 SWOT ANALYSIS

I. **STRENGTHS**

- A. Experienced staff bring the talents of a full-service marketing/PR firm.
- B. A mix of traditional and new communication channels allows for broader distribution of messaging.
- C. Revenue produced through sponsorships, partnerships, and events.
- D. Strong brand reputation and recognition.

II. **WEAKNESSES**

- A. Challenges to the SPD brand by dilution of the message by a proliferation of non-traditional media outlets

- B. A variety of sometimes competing programs and offerings can make SPD messaging difficult to focus.

III. OPPORTUNITIES

- A. Increased access to marketing data allows for more targeted communications.
- B. Increased social media advertising to reach specific audiences.
- C. Video equipment and software allow the District to produce quick videos that can be shown on a variety of communication channels.
- D. Wide variety of content marketing and collaboration opportunities.
- E. A large number of facilities and programs allows for more cross-promotion opportunities.
- F. Schaumburg's thriving business community allows for more opportunities for District sponsorships.
- G. The Park District's investment in existing infrastructure presents opportunities for positive public relations.

IV. THREATS

- A. Competition for available consumers/users is abundant, creating marketing competition.
- B. Proliferation of open feedback and anonymous commenting on blogs, websites and social media challenges image management practices.
- C. The rising cost of printing makes it prohibitive for wide distribution of physical marketing pieces.

13.4 TRENDS

Effective communication is essential to connect with residents, promote participation, and strengthen the District's brand identity. The following trends are shaping the way Schaumburg park District communicates and engages with the community:

- I. Program Guide and Print Communication
 - A. The District's program guide remains the most utilized and trusted source of information for residents.
 - B. While digital tools continue to expand reach, print communication remains highly valued – particularly among long-term residents and multigenerational households.
 - C. Integrating QR codes, digital links, and mobile-friendly layouts can help bridge print and online engagement.
- II. Digital and Targeted Advertising
 - A. Digital advertising continues to be among the most cost-effective and data-driven methods to reach specific audiences.

- B. Platforms like Google Ads, Meta, and local digital publications enable precise demographic targeting and measurable return on investment.
 - C. Ongoing optimization of keywords, ad placement, and timing is essential to maximize effectiveness.
- III. Video and Visual Storytelling
 - A. Short-form video (e.g., Instagram Reels, TikTok, YouTube Shorts) has become one of the most powerful tools for engagement, especially with younger demographics and families.
 - B. Visual storytelling showcasing real participants, staff, and events helps humanize the District and strengthen emotional connection.
 - C. Increasing use of drone footage and time-lapse video highlights facilities, parks, and programs in dynamic ways.
- IV. Data and Analytics
 - A. Detailed analytics and performance metrics from websites, social media, and digital ads provide invaluable insights into resident behavior and preferences.
 - B. Data-driven decision-making allows for refined messaging, improved scheduling, and more efficient budget allocation.
 - C. Expanding integration between analytics platforms and customer databases can further enhance targeting accuracy.
- V. Environmental Awareness and Community Values
 - A. Rising environmental awareness and activism are influencing how residents view public agencies.
 - B. The District can continue to demonstrate leadership by promoting sustainability, conservation, and green initiatives through storytelling and campaigns.
 - C. Highlighting eco-friendly practices aligns marketing with the District's operational priorities and community expectations.
- VI. Health, Wellness, and Lifestyle Focus
 - A. Health and fitness content remains among the most engaging categories across all channels.
 - B. Messaging that emphasizes well-being, balance, and active living resonates strongly with current cultural values.
 - C. Partnerships with healthcare providers, fitness influencers, and community organizations can broaden reach and credibility.

13.5 INITIATIVES

I. CUSTOMER SATISFACTION

- A. We will grow the number of residents who access the District's website, engage with the District on social media, and open marketing emails from the District.
- B. We will focus efforts on creating a customer-focused program guide to meet the needs and expectations of residents.
- C. We will adopt digital strategies that target and tailor messaging to specific audiences.

- D. We will actively promote District projects that address needs that were highlighted on the Community Wide Survey, including maintaining a master database on the District's website.
- E. We will organize community-wide events that can be run through social media.

II. FINANCIAL SUSTAINABILITY

- A. We will renew partnerships, leverage existing partner relationships and seek out new sources of funding.
- B. With printing costs continuing to rise, we will explore additional ways to promote programs and events digitally.
- C. We will present, market and acquire sponsorships for Park Foundation events.

III. OPERATIONAL EXCELLENCE

- A. We will improve in-house project efficiency and enhance customer satisfaction by reducing turnaround time.
- B. We will provide increased opportunities for residents to deliver digital feedback to the District.
- C. We will produce accurate and visually pleasing marketing and communication products for District projects, programs, facilities and events.
- D. We will collaborate with other departments to promote the positive impact the district has on the community through meetings, networking events, and participation in programs and special events.
- E. We will increase cross-promotional displays at District facilities.
- F. Evaluate registration software with other departments.

IV. EMPLOYEE DEVELOPMENT AND ENGAGEMENT

- A. We will continue to complete training on the latest marketing and communication Trends and technology.
- B. We will prioritize budget dollars for conferences and in-services focused on digital marketing Trends.

13.6 COMMUNITY RELATIONS PLAN

Introduction

The strongest park district is only as strong as the bond between it, its residents, neighboring government agencies, and other organizations in the community.

Beautiful facilities, outstanding programs, and extraordinary events are the foundation for a strong, dynamic community created by solid relationships. Through ongoing involvement and responsiveness, Schaumburg Park District is part of a broader community and an anchor for leisure opportunities, fitness and environmental stewardship. Through its community focus, the District has maintained an exemplary record in turning feedback and relationships into successful programs, beautiful facilities and satisfied residents.

The importance of involvement beyond organizational borders is at the heart of the mission, vision and values adopted by the Board of Park Commissioners. The District is committed to enhancing lives through parks and recreation, focusing on its mission to serve the community by providing diverse leisure opportunities through enriching programs, quality facilities, and environmental stewardship. Its core values reflect an assurance to the community of service, accountability, teamwork, sustainability and dedication.

The following Community Relations Plan includes nine components which are reviewed and updated as needed:

I. COMMUNITY RELATIONS POLICIES AND PROCEDURES

A. District policies structure communications, relationships to other entities and planning for emergencies. They define roles and responsibilities when dealing with the media and ensure the timely transfer of information to residents and other stakeholders. The District maintains policies or procedures governing the following:

1. Advertising
2. Bidding Procedures and Bid Results
3. Budget
4. Citizen Attitude and Interest Survey
5. Citizen Input Policy
6. Crisis Communications
7. Customer Service
8. Customer Service Surveys
9. Dress and Appearance Code for Employees
10. Freedom of Information Act Compliance
11. Identity Protection Policy
12. Internet Use
13. Media Relations
14. Organizational Charts
15. Patron Code of Conduct
16. Program Evaluations
17. Public Image
18. Public Notices
19. Purchasing
20. School Flyers
21. Social Media
22. Sponsorships/Partnerships
23. Staff
24. Volunteer Policy
25. Wi-Fi Access Terms of Service and Acceptable Use

II. COMMUNICATIONS TO INFORM AND INVOLVE RESIDENTS

- A. Numerous communication channels are used to inform, provide channels for feedback, manage the SPD brand, and discuss the programs, projects and services offered to the community. They maintain a constant and consistent source of accurate and timely information about District programs, operations and how resident needs are being identified and addressed. These include:

1. App
2. Attendance at Community Events
3. Brochures, Flyers and Posters
4. Cable Channel Bulletin Board
5. E-newsletter
6. Facility Marquees
7. Press Releases
8. Program/Event E-blasts
9. Public Meetings
10. School District Virtual Backpacks
11. Seasonal Program Guide (brochure)
12. Signage
13. Social Media
14. Surveys
15. Websites

III. CITIZEN FEEDBACK

- A. The District believes two-way communication is the basis for consistently delivering quality services and programs to its residents. The core of this feedback is the Citizen Attitude and Interest Survey, which is conducted at a minimum every five years. The survey provides valuable statistics and information on leisure behavior patterns, needs, demographics, and attitudes. In-person, direct mail, phone surveys and focus groups are used to gather the data from a statistically significant number of households. The most recent survey was conducted in 2025. The District also regularly solicits feedback from residents through the following:

1. Evaluations/Exit Interviews at Special Events, Camps and other Programs
2. Parent Surveys for Early Childhood Programs
3. Picnic Evaluations for Park Users
4. Quarterly Recreation-Specific Focus Groups
5. Response Capability in Bi-weekly E-newsletter
6. Social Media
7. Suggestion Forms
8. Surveys

IV. CITIZEN ADVISORY COMMITTEES

- A. The District operates on a committee structure that uses appointed citizens from the community to participate in discussions and

recommendations to the Board of Commissioners. The Board of Commissioners establishes the following types of committees, as recommended by District staff, existing Board committees or residents.

- B. Standing committee membership includes at least two Commissioners and any number of citizens-at-large appointed by the Park Board president.
- C. Interim committees are appointed to study a specific Park District issue and are disbanded after the study.
- D. The Park Board creates joint committees and includes two or more standing committees and their members.
- E. Current committees include:
 - 1. Joint Advisory Committee – Consists of all members of the Board of Commissioners and appointed citizens-at-large. The committee meets monthly to consider projects and policies that impact patrons' use of Park District facilities.
 - 2. Finance Committee – Consists of the entire Board of Commissioners and appointed citizens-at-large. The committee meets monthly to review the district's financial status and the monthly payment of all outstanding bills. In addition, it guides staff on formulating the annual budget, bond issuances and any policies impacting the District's financial operations.
 - 3. Naming Committee – Consists of one Park District staff member and two citizens-at-large. The committee reviews requests to name parks and facilities and makes recommendations to the Board of Commissioners.

V. COMMITMENT TO TRANSPARENCY

- A. The Park District makes every effort to be a transparent organization with official agendas, minutes, job postings, plans, surveys and other information available online and in person at all facilities.

VI. PARTICIPATION IN COMMUNITY ORGANIZATIONS

- A. Collaborating with other agencies and organizations within the community enables the District to enhance programs, maximize resources, and contribute to residents' overall quality of life. District elected officials and staff members support many community organizations such as the Schaumburg Athletic Association, which coordinates field use and youth athletics for thousands of children. The District also collaborates with other community-based organizations, including:
 - 1. MEET Chicago Northwest
 - 2. Schaumburg Athletic Association
 - 3. Schaumburg Bikeways Committee
 - 4. Schaumburg Business Association
 - 5. Schaumburg Committee on Aging
 - 6. Schaumburg Community Garden Club
 - 7. Schaumburg Cultural Commission

8. Schaumburg/Hoffman Rotary
9. Schaumburg Regional Airport
10. Schaumburg Township
11. Schaumburg Township District Library
12. School Districts #54 and #211
13. Spring Valley Nature Club
14. Village of Schaumburg

VII. MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS

- A. Opportunities to network, train, benchmark, stay on top of emerging Trends, and develop leadership skills are acquired through membership in professional organizations. Schaumburg Park District staff and elected officials are involved in a variety of professional organizations, such as:
 1. Recreation Industry
 - a. NRPA - National Recreation and Parks Association
 - b. IPRA - Illinois Parks and Recreation Association
 - c. SPRA - Suburban Park and Recreation Association
 - d. NWSRA - Northwest Special Recreation Association
 - e. IAPD - Illinois Association of Park Districts
 - f. Women in Leisure Services Chi Chapter of Greater Chicago
 2. Financial
 - a. American Institute of CPAs
 - b. Illinois CPA Society
 - c. Illinois Government Finance Officers Association
 - d. Metropolitan Risk Management Association
 3. Facility Management
 - a. Association for Facility Engineering
 - b. International Facility Management Association
 - c. National Fire Protection Association
 4. Golf Industry
 - a. Professional Golfers' Association of America
 - b. U.S. Golf Association
 - c. Chicago District Golf Association
 - d. Illinois Junior Golf Association
 5. Human Resources
 - a. SHRM – Society for Human Resource Management
 - b. WAW – World At Work
 - c. HR Source
 6. Architecture / Planning
 - a. American Institute of Architects
 - b. American Society of Landscape Architects
 7. Marketing
 - a. American Marketing Association
 - b. Association of Fundraising Professionals, Chicago Chapter
 - c. Schaumburg Marketers

VIII. PARTNERSHIPS AND SPONSORSHIPS

- A. In addition to leveraging revenues, relationships formalized through sponsorships/partnerships solidify the District's interaction with the business community. The District's primary long-term partnerships include Schaumburg Bank & Trust (programs and Foundation), Pepsi (beverage), and Links Technology Solutions (internet and web design). Sponsorships are also vital to the success of the Schaumburg Park Foundation's fundraising activities, with more than 75 businesses contributing to the Links Technology Cup Golf Tournament and supporting the Solstice Hop and Vine Fest. Partners and sponsors are recognized with signage in the quarterly brochure, on the District's websites and in other marketing collateral.

IX. VOLUNTEERS

- A. The District recognizes the importance of volunteers in providing recreational programming to the community and as a means to keep in touch with constituents and maintain a positive image. In addition to serving on formally established committees, volunteers assist in nearly every facet of the District. They are recruited through publications, cable television, websites, and word of mouth from current volunteers.
- B. The District continues to offer volunteer opportunities to the community, especially at Spring Valley.

13.7 MARKETING PLAN

The marketing team of Schaumburg Park District is committed to promoting the numerous benefits of quality parks and recreation opportunities for individuals and the community. To accomplish this, they work to raise awareness of the wide range of programs, events, parks, and facilities provided by the District. They aim to encourage community members to utilize these resources to enhance their well-being and foster community growth. Through their efforts, the team aims to highlight the importance of high-quality parks and recreation for individuals and the broader community. Market conditions, staff input, marketing analytics, and budget contribute to the District's multifaceted marketing strategy.

I. Target Audience Segmentation

- A. The Schaumburg Park District's primary customer base consists of residents who live within the District's boundaries. As of the 2020 census, the average age for this group is 38.5, with a median income of \$82,387. This information provides a starting point for evaluating the District's Target Audience, but other factors must be considered. Due to the numerous opportunities the District offers, audiences vary by business unit (e.g., golf, seniors, preschool, etc.). To deliver more effective targeted messaging, staff have developed segmented groups of business units. Segmentation data is derived from registration data (Active.net), marketing analytics data, staff input and observations. The most appropriate

marketing channels are then selected to increase the probability that the Target Audience will receive that message. Groups include: *Depending on the communication, some business units are included in more than one group. When necessary, staff will deliver a message to only a specific business unit within a group.*

1. Aquatics
 - a. Atcher Island
 - b. Barracuda Swim Team
 - c. Bock Pool
 - d. Meineke Pool
 - e. Pool Pass Holders
 - f. Swim Lessons
 - g. Senior Group
 - h. The Water Works
2. Athletics
 - a. Athletic Leagues
 - b. Athletic Programs
 - c. Gymnastics
 - d. Olympic Park
 - e. Pickleball
 - f. Tennis
 - g. The Sport Center
3. Cultural Arts
 - a. Elev8 Dance Company
 - b. Little Stars and Inspire Dance Academies
 - c. Music Lessons
 - d. Schaumburg Community Theater
 - e. Theater Programs
 - f. Visual Arts
4. Golf/Foundation
 - a. Schaumburg Golf Club (third-party registration data)
 - b. Links Technology Cup
 - c. Solstice Hop & Vine Fest
5. Health/Fitness
 - a. Community Recreation Center Fitness Center
 - b. Group Fitness
 - c. Fitness Programs
 - d. Personal Training
 - e. Meineke Recreation Center Fitness Center
 - f. Schaumburg Tennis Plus Fitness Center
6. Parks and Playgrounds
 - a. K-9 Dog Park
 - b. All business units (general parks and playground information only)
 - c. By address (for targeting specific parks and playgrounds)

- 7. Preschool/Early Childhood
 - a. Birthday Parties
 - b. Early Childhood Programs
 - c. KASPER
 - d. Preschool
 - e. Safety Park
- 8. Seniors
 - a. Seniors Center Programs
 - b. Senior Center Trips
- 9. Spring Valley
 - a. Programs
 - b. General Visitors
 - c. Field Trips
 - d. Bison's Bluff
- 10. Special Events
 - a. All business units (golf group is occasionally omitted, depending on the event)
- 11. Youth Programming
 - a. Birthday Parties
 - b. Camps
 - c. KASPER

II. **Market Conditions**

Market conditions, including population demographics, changing technologies, competitors, budget and economy, are continually monitored by staff. Changes can take place over many years or happen rapidly. For example, the rise of and importance of digital marketing over legacy approaches occurred over many years, allowing for a thoughtful and careful transition. However, today's ever-changing social media algorithms and the popularity of various platforms mean that flexibility and the ability to respond rapidly can significantly impact the success of marketing strategies.

Schaumburg Park District's approach is to remain responsive, aware and educated to deliver effective communication. This was especially helpful during the pandemic, as constantly changing health guidelines necessitated quick delivery of crucial information both internally and externally. This approach has also led to measurable successes, including increased traffic to websites, higher engagement on social media and higher open rates of email marketing newsletters.

III. **Staff Input**

Data received from front-line staff is vital to the District's marketing strategy. Marketing and Communications staff meet with program and facility managers throughout the District to learn about upcoming programs and events, attendance,

and revenue goals. These meetings provide an opportunity to fine-tune target customers, as program and facility managers have the most direct contact with them, and to collaborate on promotional ideas.

IV. Marketing Analytics

The growth of digital media has resulted in increased analytical data being generated faster, more accurately and more easily accessible. Tools such as Placer AI, ActiveNet Reports, Google Analytics, Facebook Business Suite and Email Campaign Analytics allow marketers to execute more purposeful and impactful campaigns. District Marketing and Communications staff regularly utilize the available data to monitor the effectiveness of communications and marketing messages. Analytics that are closely followed include, but are not limited to, follower counts, engagement rates, email open rates and website visits. Additional analytics are analyzed depending on the specific campaign.

V. Budget

The Schaumburg Park District's budgets for marketing and communications are funded outside of the District's General Fund. The budget cycle is from April to March. Budget preparations begin approximately five months in advance. The Director of Marketing and Communication collaborates with the District's Finance Director to complete the budget. Budget planning includes carefully reviewing the previous year's spending and forecasting upcoming needs. Special consideration is given to any new program, event or facility renovation the District is embarking on in the upcoming year. Significant recurring expenses include promotional items, advertising, program printing and mailing, as well as photography and video equipment. The annual budget for marketing and communications operations is approximately \$450,000.

VI. Marketing Process

Promotions of District events, programs and services are ongoing throughout the year. The process of developing and executing promotions encompasses a range of flexible steps that facilitate collaboration and the implementation of new ideas. Components include:

- A. Marketing Collateral Planning - Communications and Marketing staff use Monday, a project management software, to manage department workflow. The Marketing and Communication staff plan marketing efforts upon the finalization and release of the program guide, as well as based on metrics found on ActiveNet. District staff can also submit requests through the online marketing request form.
- B. Collaborative Meetings - Communications and Marketing staff meet virtually or in person with staff throughout the District to discuss upcoming and new programs, events and sales. They gather information and collaborate on promotion ideas both internally and externally.
- C. The Schaumburg Park District relies on various marketing channels to execute its marketing strategy. While the District's program guide remains the most comprehensive and widely used marketing tool, in recent years,

the District's website and social media channels have become equally important. The complete list of marketing channels includes:

1. App
2. Banners
3. Cable Channel
4. Digital Signage (indoor and outdoor)
5. Digital Advertisements
6. Email Marketing
7. Facebook
8. Flyers
9. Instagram
10. LinkedIn
11. Postcards
12. Posters
13. Press Releases
14. Print Advertisement
15. Program Guide
16. Promotional Products
17. X
18. Website
19. YouTube

D. Promotions for programs, events, and services include the use of a mix of the District's available marketing channels. Channel use depends on the program, audience, time of year, scope of marketing needed and available budget.

E. Some promotional tactics are completed on a regular schedule. These include:

1. Program Guide – The District continues to rely on a quarterly program guide and Snapshot publication.
2. Social Media - Staff post information to District social media channels throughout the week.
3. E-newsletters - The e-newsletter is sent bi-weekly to the District's email list.
4. Website Calendar - Special Events are entered onto the District's website calendar once the program guide is finalized. Single-day programs are added to the calendar based on requested additional support from staff or due to analytics pulled by the department, which recognize a need for further exposure.

SECTION 14.0 – SPRING VALLEY / CONSERVATION

14.1 RESPONSIBILITIES / ACCOUNTABILITY

I. ADMINISTRATION

- A. Museum Fund budget preparation & oversight
- B. Supervisory staff hiring & evaluation
- C. Business plans
- D. Marketing plans
- E. Interpretive plans
- F. Exhibit development
- G. Digital App development
- H. Grant administration
- I. Community group relations
- J. Inter-departmental communications
- K. Special event development

II. PROGRAMMING

- A. Program Budgets
- B. Program Development & Evaluation
- C. Demographics Served
 - 1. School/Youth Group Field Trips
 - 2. Summer Camps
 - 3. Family Programs
 - 4. Youth Programs
 - 5. Adult Programs
- D. Special Event Development
- E. Program Staff Hiring & Oversight
- F. Volunteer Supervision
- G. Program Scheduling
- H. Program Marketing
- I. Program Supply Procurement

III. VISITOR SERVICES

- A. Visitor Reception
- B. Program Registration/Booking
- C. Group Reservations for Playground
- D. Facility Rental Booking
- E. Gift Sales/Inventory Procurement
- F. Equipment Rentals
- G. Central Stores Procurement
- H. Reception Staff Hiring & Oversight
- I. Nature Playground Staff Hiring & Oversight

IV. VOLUNTEER MANAGEMENT

- A. Volunteer Recruitment & Placement

- B. Volunteer Screening/Interviewing
 - C. Volunteer Training
 - D. Volunteer Supervision
 - E. Volunteer Recognition
 - F. Business & Community Group Communications
- V. NATURAL RESOURCE MANAGEMENT/CONSERVATION
 - A. Site Management Plan Development
 - B. Restoration Plan Development
 - C. Native Plant Propagation
 - D. Landscaping Material Procurement
 - E. Prescribed Burn Plan Preparation & Implementation
 - F. Invasive Species Control
 - G. Site Monitoring/Evaluation
 - H. Volunteer Supervision
- VI. SITE MAINTENANCE
 - A. Trails & Trail Amenities Development/Installation
 - B. Trails & Trail Amenities Repair
 - C. Program/Event Preparation, Set-up, Clean-up
 - D. Volunteer Supervision
 - E. Maintenance Equipment/Supply Procurement
 - F. Equipment Maintenance
- VII. HERITAGE FARM MANAGEMENT & MAINTENANCE
 - A. Livestock Procurement & Care
 - B. Agricultural Interpretive Plan Development
 - C. Historic Structures Development & Maintenance
 - D. Period Farm Equipment Procurement & Maintenance
 - E. Historic Landscape Development & Maintenance
 - F. Seasonal Crop Rotation, Planting, Harvesting
 - G. Livestock Feed Procurement

14.2 ORGANIZATION / PERSONNEL

- I. ADMINISTRATION
 - A. Manager of Interpretive Services
- II. NATURE CENTER PROGRAMMING
 - A. Environmental Education (EE) Program Supervisor
 - B. EE Program Assistant (anticipated hiring in 2025)
 - C. EE Program Specialists
 - D. Program Activity Leaders
 - E. Volunteers

- III. HERITAGE FARM OPERATIONS & PROGRAMMING
 - A. Heritage Farm Program Supervisor
 - B. Heritage Farm Agricultural Program Coordinator (anticipated hiring in 2025)
 - C. Living History Program Specialists
 - D. Program Activity Leaders
 - E. Volunteer Interpreters
- IV. CONSERVATION PROJECTS/SITE MANAGEMENT
 - A. Park Operations/Conservation Projects Supervisor
 - B. Conservation Projects Assistant
 - C. Maintenance Assistant
 - D. Conservation/Maintenance PT Staff
 - E. Volunteers
- V. VOLUNTEER MANAGEMENT
 - A. Volunteer Coordinator
 - B. Volunteers
- VI. VISITOR SERVICES
 - A. Visitor Services Coordinator
 - B. Receptionists
 - C. Nature Playground Attendants
 - D. Volunteers
- VII. BUILDING MAINTENANCE
 - A. Custodians
- VIII. DISTRICT SUPPORT SERVICES
 - A. Business Services
 - B. Information Technology Department
 - C. Facilities Services Staff
 - D. Parks Department
 - E. Communications & Marketing Department
 - F. Recreation Department
 - G. Human Resources

14.3 SWOT ANALYSIS

- I. **STRENGTHS**
 - A. Unique facilities, amenities, events, and programs result in Spring Valley serving as a regional attraction
 - B. Positive reputation within community; associated with open space, natural beauty, and quality of life

- C. Spring Valley invites and nurtures strong, positive social media connections.
- D. Provide longed-for connections with rural locations for urbanites
- E. Sense of community ownership – enhanced by strong volunteer involvement
- F. School field trip programs aligned with current state-mandated Learning Standards
- G. Low student to staff ratio results in higher quality program experience
- H. Strong professional staff team
- I. Diversity of natural habitats and species enhanced by the size of the preserve create rich, scenic landscapes
- J. Buildings and landscapes with local historical significance
- K. Schaumburg’s location promotes use as a regional attraction – easy access via local interstates/roads and other area attractions brings in out of town visitors.
- L. Location within large urban market ensures proximity to a large and diverse population from which to draw visitors and patrons.

II. **WEAKNESSES**

- A. Current staffing levels are being evaluated to meet future programming and site management demands.
- B. Size of site and isolation from larger open space natural areas limits plant and animal diversity and scenic qualities
- C. Urban location impairs natural and/or historical character to some degree (presence of adjacent housing, traffic noise, airplanes, etc.)
- D. Past land use has resulted in impaired natural functions and abundant invasive species
- E. Limited revenue potential of public museum operations and programming vs. operating expenses needed for effective stewardship of public resources translates into reliance on tax revenues and tight budgets
- F. Location within large urban market results in heavy competition with other entertainment and educational venues

III. **OPPORTUNITIES**

- A. A premier nature play area has served as an effective attraction, bringing in new visitors and expanded awareness of other programming
- B. Newly renovated Heritage Farm Visitor Center will improve and expand program and rental opportunities
- C. Potential partnerships with sister sites in area could result in staff/expertise sharing for programs and events
- D. Potential sponsorship and funding relationships with area businesses could result in long-term funding stability and less reliance on taxes and program fees
- E. Presence of diverse demographics (ethnically)
- F. Large and diverse local business community
- G. Local residents a mix of baby boomers and young families

IV. THREATS

- A. Rapidly increasing costs for staffing and supplies results in funding challenges
- B. Increased reliance on part-time staff to deliver programs has potential to compromise quality due to high turnover
- C. Urban residents have less and less prior experience and familiarity with natural areas and/or farms
- D. Increased use of social media results in visitors with shorter attention spans and less awareness of others and respect for site
- E. Trends in public education result in less emphasis and resources devoted to field trips
- F. Inherent risks in operating a living history farm with livestock exacerbated somewhat by lack of familiarity with farms and livestock which characterizes many suburban visitors
- G. Societal Trends (less time spent outdoors) reduce availability of younger volunteers and also reduce interest levels of young adult patrons/program participants
- H. Climate change will result in increased severe weather events and flooding rains, resulting in program cancellation and damage to grounds and facilities. This also may significantly impact local ecology and hydrology during next 20-40 years.
- I. Continued spread of invasive plant species and arrival of new invasive species threaten integrity and health of restored natural areas.

14.4 TRENDS

I. SOCIETAL

- A. Technology and social media have changed the way people obtain information about leisure activities
- B. Home entertainment/technology result in people less likely to spend significant time outdoors
- C. Smaller percentage of population grow up with exposure to natural and/or agricultural landscapes, making them less likely to seek out experiences with these landscapes as they age and raise families
- D. Continued and emerging public health crises (e.g., childhood obesity, rise in ADHD, COVID, etc.) will result in continued focus on increased outdoor activity as a remedy
- E. Economic conditions result in more people with less disposable income to spend on recreation and leisure activities
- F. Larger percentage of families with two working parents limit family time for leisure activities
- G. Youth often spend more time at structured/scheduled activities, leaving less time for unstructured play
- H. More families choosing to seek unique vacation/leisure time activities close to home due to increased costs of travel
- I. Segment of population interested in simple living and sustainability skills is growing

- J. Parents of young children increasingly interested in activities that get their children playing outdoors and learning outdoor skills
- K. Local foods movement and desire to support local farms projected to increase

II. REGIONAL

- A. Sustainable development issues and solutions (CMAP's Go to 2040, Smart Growth, etc.) gaining wider exposure and acceptance, resulting in Future possibilities for linking green spaces with other communities
- B. Multi-use trails in high demand for outdoor recreation, exercise, bike commuting, as demonstrated by community interest surveys
- C. Awareness of issues relating to climate change and its effects on local quality of life projected to increase as changes occur to growing seasons, landscape plantings, frequency of extreme weather events, etc.

III. PROFESSIONAL

- A. Interpretive museums continue to become more entrepreneurial in their operations and revenue-generating capacities
- B. Social media being employed to engage patrons and the public at large in two-way conversations about upcoming programming, facility needs, etc.
- C. Ways in which professional staff can improve skills and stay current in best practices are being enhanced by digital communications (webinars, etc.)

14.5 INVENTORY / EVALUATION

I. DAILY VISITATION

- A. Daily visitation is tracked via infrared sensors placed at site entrances. Visitation has returned to pre-COVID levels of 240,000+
- B. Walk-in visitor feedback is sought via electronic surveys accessible via on-site signs and the site's user app

II. PROGRAMS

- A. 3 large (1000+ attendees) special events are offered at Spring Valley during the year.
- B. 16 small to medium events are offered each year.
- C. Approximately 100 programs are offered to various age groups each year.
- D. Approximately 50 week-long summer camp programs are offered each year.
- E. Over 9,700 area students participate in environmental education or farm history field trip programs each year. This number is expected to increase over the next couple of years.
- F. Electronic surveys are made available to patrons at all special events.
- G. Electronic surveys are made available to the parents of all summer camp participants.
- H. Electronic surveys are made available to other program participants periodically.

III. FACILITY ROOMS/RENTALS

- A. Approximately 100-150 facility rentals each year
- B. Two facilities have rooms available for rentals
- C. Three outdoor picnic shelters available for rentals

IV. COLLECTIONS – HERITAGE FARM

- A. 1,000+ accessioned items related to Schaumburg history or antique farm tools and equipment
- B. 750+ non-accessioned reproduction items used in interpretive programs
- C. Staff maintain a collections database containing provenance, donation or purchase records for all original historic items

V. COLLECTIONS – NATURE CENTER

- A. Approximately 200 labeled specimen trees and shrubs in two separate display plantings (Illinois Heritage Grove and Bob Link Arboretum)
- B. Approximately 100+ heirloom peonies maintained in display plantings near Merkle Cabin
- C. Approximately 300+ total native plant species, either extant (previously existing) or planted onto grounds
- D. Surveys of plant communities using floristic quality indices have been conducted every 10-15 years
- E. 50+ taxidermy mounts used for program and exhibit Purposes are stored at Nature Center
- F. Herbarium collection of over 250 plant species collected on grounds in early 1990s
- G. 1,000+ volume natural history library

14.6 OPERATIONAL ANALYSIS

I. DAILY VISITATION & SITE USE

- A. Spring Valley consists of 135 acres, 3+ miles of walking paths, two public parking areas, plus two leased overflow parking areas at adjacent church.
- B. Visitors can visit and use trails 365 days/year; open 8am-8pm between April and October; open 8am-5pm between November and March.
- C. Grounds, trails, and facilities can be accessed free of charge, except during special events and programs (Bison's Bluff does charge admission fees during peak season – see below).
- D. Trails are for passive recreational use only; prohibited uses include walking pets, riding bikes or vehicles, fishing, collecting, x-country skiing. Trail surfaces are a mix of asphalt, mowed grass (open prairie areas), mulch (woodland areas), and gravel (Heritage Farm). Visitors are asked, via signage and the printed trail map, to remain on marked trails.
- E. Signs on trails direct visitors to parking, Nature Center, Heritage Farm, Bison's Bluff, Merkle Cabin.

- F. Interpretive signs also provide information on natural habitats, plants and wildlife as well as Heritage Farm, restoration projects, and past land use history.
- G. New site use app is available free of charge and provides same site use information as printed brochures and also provides access to seasonal interpretive trails and information.
- H. Entrance kiosks at entrances adjacent to parking provide large format map of site and trails, trail map brochures, and information on upcoming events and programs.
- I. Trash and recycling containers are located near all facilities, parking lots, and picnic shelters.
- J. Benches are located approximately every 200 feet on most sections of trail.
- K. Public restrooms are available at Nature Center, Bison's Bluff and Heritage Farm during operational hours (Bison's Bluff restrooms open April-Oct.).
- L. Six total picnic shelters are available adjacent to Nature Center/Bison's Bluff, Heritage Farm, and Merkle Cabin, which may be used by visitors when not in use by scheduled groups. Three shelters adjacent to Bison's Bluff are not reservable and available only for walk-in use.
- M. Bison's Bluff Nature Playground provides opportunities for youngsters to engage in active and creative play (climbing, balancing, crawling, exploring, building) within a 1-acre play area characterized by nature-themed play structures and natural features such as boulders, logs, stream, etc. Admission fees are charged from April-October for all children aged 2-12 to use Bison's Bluff. Admission is free from November-March.
- N. Nature Play Discovery Trail includes four additional small natural play 'pockets' and provides additional nature play opportunities.
- O. Maintenance of all trails and outdoor site amenities is provided by site operations/maintenance staff and volunteers, with some assistance provided by Parks Dept. when needed.
- P. During winter, snow is only cleared from facility entrance walkways and service roads. Trails are not cleared. A snowshoe rental program for winter visitors is available when there is at least 4 inches of snow.

II. VERA MEINEKE NATURE CENTER

- A. Nature Center is open daily, 10am-6pm from April 1-Oct. 31, and daily, 10am-4pm, Nov. 1-March 31. The Nature Center is closed on Thanksgiving, Christmas and New Year's Day. Visitation is free of charge.
- B. Public visitation areas include natural history exhibit gallery, library, mini-theater AV orientation room, observation tower, Backyards for Wildlife outdoor display gardens, monarch butterfly rearing enclosures (seasonal), Sensory Learning Garden, new pollinator display garden, and restrooms.
- C. A small gift sale area is adjacent to the reception desk.
- D. Reception area serves as a public information desk, overseen by visitor services staff. They are also able to register and book programs or room

rentals, using ACTIVE/NET Registration and/or Resource Scheduler. Gift sale transactions are handled through ACTIVE/NET Point of Sale.

- E. The exhibit gallery provides visitors with information on Illinois woodlands, prairies and wetlands, as well as information on backyard wildlife and a site orientation map display. Upkeep of natural history exhibits is the responsibility of the EE program staff. Included in this area is a display aquarium and greenhouse/solarium, where live fish and turtles are maintained. Care and feeding of these animals are handled by the visitor services staff. Aquarium maintenance service is contracted.
- F. The Nature Center library is a non-lending library that includes 1,000+ books, reference materials, and magazines that focus on the local natural environment. Spring Valley staff and volunteers may check out books.
- G. A mini-theater adjacent to the library is used for group programs and includes a small stage and window for puppet shows. During summer, this space serves as a Monarch Lab, where volunteers raise monarch butterflies.
- H. Large classroom area can accommodate up to 100 people for meetings, group lunches, programs, etc. This room can be divided into two smaller rooms and also includes a full-size kitchen. Room set-ups and breakdowns are primarily handled by custodial staff. Scheduling of these functions is handled by visitor services staff.
- I. A small program greenhouse is used for horticulture and gardening programs with youth groups.
- J. Offices for EE supervisor and program staff, visitor services staff, Volunteer Coordinator, and Manager are located within the Nature Center.
- K. Spring Valley's part-time custodians provide cleaning and upkeep for the Nature Center.

III. BISON'S BLUFF NATURE PLAYGROUND

- A. New 1-acre nature playground adjacent to Nature Center parking
- B. Hours of operation are 10am-8pm from May-August, 10am-7pm during April and September, 10am-5:30pm during October, and 10am-4pm from November-March. Playground is closed during inclement weather and whenever snow and ice are present.
- C. Playground is currently staffed from April 1-October 31 in order to monitor and maintain max capacities and collect admission fees.
- D. Admission fees of \$2/resident or \$3/non-resident are required for all children, ages 2-12 using the playground during staffed hours.
- E. 1-hour play sessions are scheduled during peak hours to ensure that visitor demand can be met.
- F. Max capacity for any play session is 150 persons (adults and children).
- G. Organized youth groups are required to make a reservation and pay \$4/child use fee and are scheduled by the visitor services staff. Max size for youth groups is 30 for any 1-hour play session.
- H. Provides opportunities for youngsters to engage in open-ended and creative play (both active and passive) in a naturally landscaped and nature-themed setting.

- I. Current features include:
 - 1. *Bison's Bluff* faux rock-climbing wall
 - 2. *Raccoon's Refuge* tree house-like climbing structures
 - 3. *Turtle's Table* nature art area
 - 4. *Heron's Hangout* wetland exploration
 - 5. *Monarch's Meadow* play structures
 - 6. *Savanna Symphony* natural sounds and percussion area
 - 7. *Glacial Glade* geology exploration area
 - 8. *Frog's Frolic* water play area
 - 9. Large boulders, stumps, and sand play area, covered arbor, natural seating, etc.

IV. VOLKENING HERITAGE FARM

- A. Heritage Farm re-creates a typical family farm from 1880s Schaumburg on approximately 12 acres and operates as a seasonal facility. Site is open to visitors year-round, consistent with the grounds and trails. Heritage Farm's interpretive program, when the visitor center and historic buildings are opened and staffed, is April 1-November 30, Wednesday-Sunday, 10am-4pm.
- B. Provides ongoing free living history programs to visitors, whereby staff and volunteers dressed in period clothing conduct interpretive demonstrations in the farmhouse and/or barn, gardens, fields, etc.
- C. VHF operates as a living history farm and includes outbuildings typical of an 1880 Schaumburg farm. These buildings are used to house and care for livestock, store feed and hay, store period farm equipment, or used solely for interpretive Purposes. All of these buildings are constructed in a manner consistent with documented construction from the period with some accommodation for modern convenience, livestock safety, and staff/visitor safety. The Farm Agricultural Programs Coordinator is responsible for regularly inspecting these buildings and ensuring their upkeep.
- D. Livestock kept year-round at the farm include draft horses (anticipated for 2025) and poultry. Cattle and hogs are currently acquired on loan from a private farm in spring and maintained through November. They are then returned to the private farm.

V. CONSERVATION AREAS

- A. Schaumburg Park District maintains approximately 300 acres of natural areas at various sites, including Spring Valley.
- B. District conservation areas are located at Tucknott Park, Sarah's Grove Woods, Kay Wojcik/Oak Hollow Conservation Area, Ruth Macintyre Conservation Area, Gray Farm Park, and Terada Park.
- C. Parks Dept. conservation staff and volunteers provide natural resource management to all natural areas within the district.

VI. GROUP PROGRAMMING

- A. Nature Center currently offers 6 different environmental education field trip programs; all aligned with Illinois State Standards. All programs include small group activities led by trained staff with staff to student ratios not exceeding 1:15, are fee-based on a per student basis, and require reservations. Programs are seasonal in nature. Programs currently serve over 6,000 students/year. This number is expected to increase during the next few years.
- B. Heritage Farm offers 3 different historical education field trip programs from April – November, all aligned with Illinois State Standards. All programs include small group activities led by trained staff with staff to student ratios which don't exceed 1:12, are fee-based on a per student basis, and require reservations. Programs currently serve over 3,000 students/year. This number is expected to increase during next few years.
- C. The Nature Center and Heritage Farm offer a limited number of environmental education and historical education programs to home schooled families, available throughout the year and led by trained educators. Programs are fee-based on a per participant basis and require reservations.
- D. The Nature Center and Heritage Farm offer 6 different nature and science-related badge programs to all levels of Girl and Boy Scout groups. Most programs are held at the Nature Center, all are fee-based on a per scout basis, require reservations, and are led by trained educators.

VII. FAMILY, YOUTH & ADULT PROGRAMMING

- A. Nature Center & Heritage Farm offer approximately 100 programs designed for families, youth and adults each year. Programs are seasonal in nature and vary in length depending on content and age, but nearly all take place on one date. Most require pre-registration and fees, although many accept day-of, walk-in registration and some are free of charge.
- B. POP-UP programs are scheduled at the last minute, often relating to some unique natural or agricultural occurrence. These programs are advertised primarily via digital and social media and invite walk-in participation.
- C. All programs are led by trained staff, who are sometimes assisted by volunteers.
- D. Nature Center programs focus on local ecology, outdoor skills, sustainable lifestyles, or on traditional skills. Heritage Farm programs focus on local Schaumburg and/or farm history, farm livestock, or traditional skills.
- E. All programs are budgeted to produce revenue, according to a 3-tiered pricing strategy. Low-cost programs are either free of charge or priced to produce at least 20% net revenue. Mid-range programs are priced to produce anywhere from 20-35% net revenue. Premium programs are priced to produce up to 35-100% net revenue.
- F. Approximately 50 different themed nature and history week-long youth summer camp programs are offered between June and August each year, available for youth between the ages of 5 and 15. Duration based on age and content, with shorter days for younger campers and longer days for older campers. Night camps are available for older campers. Special

week-long camps also offered during winter and spring break. Camp programs are priced as premium programs in most cases.

- G. Forest Families and Forest Playschool are all-outdoor parent-child or drop-off preschool program developed during COVID to provide preschool/kindergarten-aged children with an immersive outdoor experience. It has spurred the development of a host of early childhood programs offered to families of young children.
- H. Several multi-week yoga programs offered at Merkle Cabin year-round, priced as premium programs, and led by certified yoga instructors.
- I. Staff provide continuing education courses for adults on sustainable living or traditional skills. Some of these are offered through Harper College but are held at the Nature Center and Heritage Farm. Fees and registration for these are handled by Harper College and a portion reimbursed to Schaumburg Park District.
- J. Off-site programs on various natural history and sustainable living topics are offered to garden clubs and other service organizations on demand throughout the year. Programs are fee-based.

VIII. SPECIAL EVENTS

- A. Special events are designed primarily to showcase the site, advance its conservation/historic preservation mission, and to market Spring Valley. Events also bring in revenue from admission fees as well as food and beverage sales. Admission to all events is priced to appeal to families and so is generally low-cost. Most event admission is walk-in only; however, some events do offer discounted pre-registration.
- B. Major special events with attendance of 1,000+ include *Sugar Bush Fair*, *Autumn Harvest Festival*, and *Tricks & Treats in the Valley*.
- C. Smaller events with attendance between 200 and 1,000 include *Spring Valley Winter Fest*, *Sunset Fire & Picnic on the Prairie* (offered bi-annually), *Eggsapalooza*, *Earth Day Party*, *Native Plant & Heirloom Vegetable Sale*, *German Beer Gardens*, *Summer Insect Extravaganza*, *Spring Valley Holiday Craft Fair*, and *Christmas in the Valley*.
- D. Small events with less than 200 attendees include *Family Campfires*, *Walpurgis Night*, *Adios Amigos*, and *Hog House to Smokehouse*.
- E. The Nature Center and Heritage Farm host a variety of themed walk-in programs which are free or require a modest fee.
- F. Staff requirements are much larger for special events than for other programs. All paid staff work large events, and many staff also work at the smaller events. Volunteers are necessary at all events in order to provide the variety of activities and demonstrations, patron assistance, etc.

IX. FACILITY RENTALS

- A. Facility rentals are made available as a way to bring in additional revenue at times when facilities are not in use for programs. In all cases, Spring Valley programs and events take precedence over private rentals when it comes to facility use, and all efforts are made to restrict uses that would negatively impact daily site users.

- B. Advance reservations are required for all facility rentals. Rentals also require a deposit to cover any damages. Guidelines for rentals are consistent with those established by Schaumburg Park District for other facility rentals.
- C. Indoor rental options currently include only the Merkle Log Cabin (capacity 30). The Merkle Log Cabin is priced as a large room (premium) rental due to the unique nature of the facility. Heritage Farm Visitor Center will also be considered a premium rental space and available when not needed for farm programs or events.
- D. Outdoor rental options are also available and include two picnic shelters, one of which may include a fire pit for use by renters. All shelter rentals include picnic tables. Special fees and restrictions have been established for these rentals. Heritage Farm's new Visitor Center will include a large, covered deck, which will be rented as a premium picnic shelter starting in summer, 2025.
- E. Special fees and restrictions have also been established for use of any portion of Spring Valley by commercial photographers and filmmakers. Hourly and daily use fees are based on the size of the film crew.

X. ANNUAL & SEASONAL PASS PROGRAM

- A. Annual and seasonal pass program is offered to provide discounts on services and programs to both individuals and families who are repeat/regular patrons.
- B. Benefits include free admission to Bison's Bluff, free admission to most special events, discounts on program and summer camp reservations, discounts on facility rentals, discounts on gift shop purchases.
- C. Pricing is designed to benefit the regular patron; fees are based on residency and include an individual and family rate.
- D. Summer Family Pass is offered to appeal to families who visit Bison's Bluff often and/or enroll children in summer camps.

XI. VISITOR SERVICES

- A. Program registration and bookings are taken by visitor services/reception staff during visitor center operation hours. Scheduling is coordinated with program coordinators and based on staffing availability. Group programs and Family/Youth/Adult program registrations entered into ACTIVE/NET Registration. All payments and fees for programs are processed through ACTIVE/NET
- B. Rental bookings taken by visitor services/reception staff during visitor center operation hours, based on availability, and entered into Resource Scheduler. Payments are processed through ACTIVE/NET.
- C. Equipment rentals at Nature Center currently include snowshoes. All transactions processed by visitor services/reception staff during visitor center operation hours and transacted through ACTIVE/NET Point of Sale.
- D. Gift sales are available at both Nature Center and Farm Visitor Center. All transactions are handled by visitor services/reception staff during visitor center operation hours, and payments processed through Point of Sale.

- E. The Heritage Farm will begin offering wagon rides on weekends and other days during their operational season. Tickets are available on a first-come, first-served basis and can be purchased inside the Visitor Center.

XII. VOLUNTEERS

- A. Spring Valley's volunteer program is designed primarily to recruit local community members to assist staff in offering the many programs and events as well as maintaining the site, thus magnifying what Spring Valley can offer to the community. Community volunteers also gain a powerful sense of ownership in Spring Valley's operations and mission.
- B. Volunteers must be at least 14 years of age, must complete a volunteer application, liability waiver, and consent to a criminal background check. They must also complete the orientation process with staff. Depending on their volunteer interests, other training may be required as well.
- C. Volunteer service is always at Spring Valley's discretion and volunteers agree that Spring Valley may, at any time, for whatever reason, decide to terminate the volunteer's relationship with the agency.
- D. Volunteers are treated as valuable resources and equal co-workers by all paid staff. They are to be extended the right to receive meaningful work assignments, effective supervision, and recognition for their work. In return, volunteers agree to perform their duties to the best of their abilities and to abide by Spring Valley's and staff's guidelines and procedures.
- E. Volunteers fall into one of three categories at Spring Valley: *regular volunteers* are those who are officially enrolled and donate 10 hours or more during a calendar year; *special project volunteers* are those who assist on a limited basis, often helping at one or more special events or project workdays; *reciprocal volunteers* assist at Spring Valley on a limited basis, usually on behalf of another organization such as school, church or business. Regular volunteers may commit to a certain number of hours each week, may commit to certain projects, or they may volunteer as able and when needed.
- F. Spring Valley's Volunteer Coordinator oversees the volunteer program, reviews applications, interviews and orients all new volunteers, and assists staff with volunteer assignments for events, workdays, and on-going needs.
- G. Staff and volunteers work together to document all hours worked by volunteers. Volunteers accrue 'reward points' for their hours, which may be redeemed for Schaumburg Park District program vouchers, in accordance with guidelines established for all District volunteers.
- H. Spring Valley recognizes annual volunteer hours and total years of service at its holiday gathering in December.

XIII. SEASONAL OPERATIONS

- A. Spring Valley is open to the public year-round; however, the nature of its mission and programming mean that many aspects are seasonal. Visitor center/museum hours are adapted to appropriately meet expected visitor

demands at different times of the year. Most group programming changes to fit the season.

- B. The Heritage Farm closes its facilities to the public from December – February, although staff continues to maintain the site and offers limited programming during the winter.
- C. Bison’s Bluff, although open year-round, includes water features which must be winterized and shut down from November-March. As mentioned previously, the play area operates without admission fees and capacity limits during the cold weather months. The play area is also closed anytime hazardous conditions exist.
- D. A volunteer-run monarch butterfly rearing program operates from June through September at the Nature Center.
- E. Since most Spring Valley programming occurs outdoors, dangerous weather conditions (severe storms, excessive heat or cold, snowstorms) may result in curtailing or cancelling programs and events.
- F. Cattle and Pigs are acquired in spring, on loan from a private farm, and are then returned in the fall.
- G. Field crops at the Heritage Farm are planted, tended and harvested in accordance with sound agricultural practices.
- H. Trail maintenance work may occur at any time during the year.
- I. Native plant seed collection typically occurs between July and November.
- J. Native plant propagation typically occurs between February and May, with outdoor planting projects continuing into mid-summer.
- K. Invasive (non-native) brush and plant removal occurs year-round.
- L. Prescribed burning of natural areas typically occurs in November and between March 1 and April 30; however, burning can potentially occur at any time of the spring or fall.

XIV. NATURAL RESOURCE MANAGEMENT

- A. As a publicly funded and operated agency, Schaumburg Park District holds natural areas in the public trust and is responsible for their management and maintenance. Natural resource management is always done in accordance with established and proven practices and methods used by natural resource managers throughout the Midwest. Management takes the following forms at Spring Valley and other conservation areas:
- B. Native plant replanting/propagation/restoration – plant species known to be native to northeastern Illinois are purchased from reputable local nurseries and/or propagated from seed collected onsite and replanted into appropriate areas as defined by Spring Valley’s Conservation Master Plan and conservation area master plans.
- C. Invasive plant removal – plant species not native to northeastern Illinois which are identified as invasive are actively removed from natural areas by mechanical, chemical, and biological methods. Woody brush is either chipped or burned.
- D. Prescribed burning – controlled fire is used as a tool to enhance native plant communities and control invasive plants, since all Illinois ecosystems are fire adapted to various degrees and benefit from occasional fire.

- E. Wildlife habitat management – most wildlife management occurs as a by-product of native plant community management at Spring Valley, since all native wildlife benefit from diverse, healthy native plant communities. Nest boxes for various bird species are installed on the landscape to attract these birds. Staff works cooperatively with other outside agencies to monitor and manage large mammals such as whitetail deer and coyote. Re-introductions of native wildlife species may be considered after careful consideration and consultation with outside wildlife experts.
- F. All-natural resource management is overseen and coordinated by Parks Dept. personnel, with the Conservation Projects Supervisor and his/her assistant having primary responsibility. Volunteers are engaged in accomplishing much of the natural resource management work.

XV. SITE MAINTENANCE

- A. Spring Valley's site maintenance staff work under the joint supervision of the Director of Parks and the Spring Valley Manager. Staff and volunteers work cooperatively with the Parks Department and Facilities Department to maintain the grounds, trails and other outdoor amenities at Spring Valley. As a passive use nature area, most of Spring Valley's grounds are maintained as natural areas, which is much different from traditional park maintenance. Even the Heritage Farm requires different maintenance approaches since it tries to re-create a 19th century farm. However, the following maintenance is required at Spring Valley:
- B. Bison's Bluff Nature Playground receives most daily maintenance from site staff; however, safety inspections are conducted by the Parks Department's certified playground inspector every 7-10 days. In addition, the site's electric and water features are maintained and repaired when necessary, by Facilities Department staff.
- C. Trail maintenance – Approximately 1.5 miles of trails are unpaved at Spring Valley. These trails are either mowed turf in open, sunny areas or surfaced with mulch in shaded wooded areas. Staff and volunteers spread mulch on woodland trails as needed, generally every 1-2 years. Mulch is obtained from brush chipping operations on site or from the Parks Dept. Turf trails are mowed as needed during the summer months. Paved trails require much less regular maintenance. Paved trails are patched or resurfaced as needed.
- D. Bench/Sign repair – numerous benches and trail signs have been installed along trails to enhance the visitor experience. Staff repairs, repaints, or re-installs these benches and signs as needed. Some interpretive signs also are changed seasonally to reflect what the visitor can experience during that season.
- E. Mowing – active use turf areas near the Nature Center, Merkle Cabin, and Heritage Farm, as well as display areas within the Illinois Heritage Grove and Bob Link Arboretum are mowed as needed and especially before special events between May and September.
- F. Tree removal – although most tree removal is done as part of invasive species control at Spring Valley, hazard and fallen trees do need to be

removed from trails and other areas where they either present risk to people and structures or impede pedestrian traffic. This work is always done by staff properly trained in chainsaw safety and/or by licensed outside contractors. Brush and debris are chipped, removed by contracted services, or cut for firewood. Dead trees situated in off trail wooded areas are generally not removed and allowed to serve the needs of wildlife.

- G. Firewood preparation – firewood is used at the Heritage Farm and Merkle Cabin for program Purposes. Staff regularly cut and split trees removed during management operations for use as firewood.
- H. Snow removal – during winter, snow is removed from parking lot surfaces, service roads, and from building entrances and walkways, but not from most trail surfaces. This work along with salting of parking lot surfaces is accomplished by Parks Dept. personnel on weekends, holidays, and evenings.
- I. Fence and building repair – fences (mostly at the Heritage Farm) and outbuildings used for storage or seasonal programs are mostly maintained and repaired by Spring Valley staff. This may include residing, reroofing, painting or staining, and replacement of doors and windows. At the Heritage Farm, most livestock fencing and outbuildings are constructed with rough-sawn lumber and traditional cut nails to replicate 19th century methods and materials. Larger buildings are framed traditionally with post and beam style framing. All maintenance of these structures is completed under the supervision of the Supervisor of Farm Programs and their staff to ensure that proper period-appropriate construction methods are used.
- J. All site maintenance is completed by or under the supervision of staff who are trained and knowledgeable in the use of equipment, materials and methods required to accomplish the given task. Staff are also responsible for making sure all appropriate personal protective gear (PPE) is supplied and worn by anyone working on the task.

XVI. LIVESTOCK OPERATIONS

- A. As a living history farm, Spring Valley's Heritage Farm maintains livestock on site both seasonally and sometimes year-round. While buildings and enclosures are built to resemble those used during the latter part of the 19th century, accommodations are made to ensure that livestock care meets or exceeds all rules and regulations governing the humane care and housing of farm animals. These include things like food, space requirements, access to outdoor spaces, access to water, access to shelter, and regular veterinary care.
- B. Spring Valley has a board-approved Livestock Care Policy that outlines the Purposes for livestock at the Heritage Farm, how and why livestock is acquired, and how and why livestock may be sold or disposed of.
- C. Livestock care is overseen by the Farm Agricultural Program Coordinator along with the Supervisor of Farm Programs, with assistance provided by other Heritage Farm staff and many volunteers. All training of volunteers and other staff engaged in livestock care is done by the Farm Agricultural Program Coordinator.

14.7 MAINTENANCE STANDARDS

I. NATURAL AREAS

- A. Invasive plant monitoring/removal/control – monitoring for invasive species should be ongoing in all natural areas; removal and control methods are implemented immediately or within one year, and are on-going based on the severity of infestation
- B. Planting/seeding of native plant species – new restoration areas are replanted and/or seeded with appropriate native species heavily during the first three years of restoration; inter-seeding and adding plantings may occur at any time deemed appropriate
- C. Native plant sourcing – all native plants used in restorations must be from genetic stock found within 200 miles maximum radius and preferably a 100-mile maximum radius (due to climate change, recommendations are that a preference be shown for plants originating south of the planting site)
- D. Prescribed burning – burning is done every year for up to 5 years for newly planted prairies and wetlands; otherwise, goal is to burn an area every 2-5 years, based on condition of plant community
- E. Surveys/Documentation – transects and/or quadrats used to sample and document species richness and floristic quality indices should be established in selected restoration areas and resampled every 5-10 years
- F. Stand thinning – wooded areas may require thinning of native trees, depending on the restoration goals

II. ACTIVE USE AREAS

- A. Active use areas are defined as any portion of Spring Valley or other conservation areas that are maintained for program or event use or used as formal display plantings
- B. Mowing/mulching – depending on the groundcover present, turf areas should be mowed every couple of weeks or as needed, and mulched areas should receive new mulch every 2-4 years
- C. Hazard tree removal – hazard trees will always be removed and/or pruned as soon as possible in any active use area
- D. Inspections – staff should be inspecting the condition of active use areas every 2-4 weeks at minimum, weekly if area is in daily use for programming; inspections should include the condition of any benches, signs, fencing, etc. located in or near the area
- E. Bison's Bluff and other nature play areas are inspected daily, with safety inspections occurring every 7-10 days

III. HERITAGE FARM HISTORIC AREAS – any place in or around period-restored or reconstructed buildings, livestock enclosures or crop fields. Note: maintenance standards for non-historic areas should be the same as other active use areas at Spring Valley

- A. Scheduling of maintenance activities – most maintenance activities requiring the use of power tools, vehicles or other modern equipment will

ideally be completed outside of times when the site is open and conducting interpretive programs, the only exception being emergency repairs

- B. Repairs – any repairs to buildings, fences, etc. that are visible to the public must use the same materials (rough sawn lumber, cut nails, period-appropriate hardware, etc.) as was used in the original construction whenever possible
- C. Landscape maintenance – landscapes are ideally maintained in a period-appropriate manner (i.e., grass cut in some areas by scythe or by a sickle-bar type mower)

IV. PUBLIC FACILITIES

A. Daily:

- 1. All trash and recyclables removed from receptacles and placed in outdoor dumpsters
- 2. All floors swept/vacuumed
- 3. Table surfaces and counters in program and public areas cleaned/disinfected
- 4. Restrooms cleaned and disinfected (sinks, toilets, floors, door handles) and all towel/tissue dispensers checked
- 5. Entrance/exit door handles cleaned/disinfected

B. Weekly (or more as needed):

- 1. All floors wet mopped
- 2. Kitchen areas (sinks, countertops, stovetops) cleaned and disinfected
- 3. Windows on doors and in public areas cleaned
- 4. Dust mop used on room corners, near ceilings, light fixtures, etc.

C. Monthly:

- 5. Tile floors buffed
- 6. Carpets spot cleaned
- 7. Windows in non-public areas (offices, etc.) and hard-to-reach areas cleaned

14.8 Maintenance Equipment Inventory/Evaluation 1/2025

Vehicle #	Year Purchased	Make	Model	Where Stored	Current Mileage/ hours	Replacement Value	Scheduled Replacement
1132	2019	John Deere	Trail Gator XUV825m	Maintenance Garage	1555	\$18,000	2029
1175	2022	John Deere	Trail Gator XUV835M	Maintenance Garage	7182	\$24,000	2032
1181	2024	John Deere	Trail Gator XUV835M	Maintenance Garage	530	\$24,000	2034
1586	2004	Toro	Dingo TX-420	Maintenance Garage	1372	\$25,000	2026

1101	2021	MeanGreen/ Rival	Electric ZeroTurn Mower	Maintenance Garage	342	\$25,000	2031
1121	2018	John Deere	Tractor 5065E	Maintenance Garage	1465	\$38,000	2028
1230	2023	Stockman Express	Advantag e Stock Trailer 8x7x16	On Grounds at Heritage Farm	n/a	\$15,000	2033
1204	2009	Load Trail	7x20 Flatbed Tr.	Maintenance Garage	n/a	\$10,000	2029

*Club Car originally purchased by Schaumburg Golf Club and transferred to SV.

I. LANDSCAPE EQUIPMENT

- A. Most landscape equipment and vehicles stored at Spring Valley maintenance building
- B. Some equipment not used on a regular basis (e.g. brush chipper, excavator, etc.) borrowed from Parks Dept. when needed
- C. Motorized equipment primarily maintained by Parks Dept. personnel with assistance from Spring Valley staff
- D. Replacement schedule for equipment varies from 5-10 years; also based on use hours logged for individual pieces of equipment

II. HORTICULTURAL EQUIPMENT

- A. Outdoor hoop house, climate control and watering equipment used and stored at Spring Valley maintenance building. Maintenance and replacement handled by Spring Valley staff on an as-needed basis.

III. PRESCRIBED BURN EQUIPMENT

- A. Equipment and tools used by staff and volunteers during prescription burns of natural areas stored and maintained at Spring Valley maintenance building and replaced as needed.

IV. HAND TOOLS

- A. Most hand tools used in landscape and grounds maintenance stored in outdoor shed at Spring Valley maintenance building. Some equipment stored in garden shed at Heritage Farm. Sufficient inventory of hand tools is kept on hand to outfit volunteer groups as large as 40. Cleaning, maintenance, and replacement as needed.

V. FACILITY MAINTENANCE EQUIPMENT

- A. Equipment and supplies used by custodial staff in maintaining facilities is kept in utility closets and rooms at the Nature Center, Merkle Cabin, and

Heritage Farm Visitor Center. This equipment is maintained by custodial staff and replaced as needed through Central Stores.

VI. LIVESTOCK MAINTENANCE EQUIPMENT

- A. Equipment used for Heritage Farm livestock care and feeding as well as milking of cattle is stored and maintained at the Heritage Farm within the barn or in Farm Visitor Center. Farm operations staff are responsible for maintaining equipment and replacing as needed.

14.9 BUILDING & FACILITY INVENTORY / EVALUATION

I. VERA MEINEKE NATURE CENTER

- A. Approximately 7,800 ft² primary visitor center for Spring Valley
- B. Originally constructed in 1987, with 1,450 ft² addition and other renovations completed in 2002
- C. Masonry construction with earth sheltering, green roof and passive solar features; green roof was replaced and upgraded in 2009
- D. Includes classrooms, exhibit gallery with attached solarium/greenhouse, library/mini-theater, program greenhouse, storage areas, office and reception areas, public restrooms, mechanical rooms
- E. Facility includes connections to electric, natural gas, city water, sanitary sewer, phone, fire and burglar security systems, Internet via cable, video surveillance; facility equipped with Wi-Fi for patron use; forced air heat is natural gas
- F. Cleaning provided by staff custodian.
- G. All other maintenance and repairs provided by Facilities Dept.

II. CONSERVATION & MAINTENANCE FACILITY

- A. 3,044 ft² garage and workshop housing site maintenance and natural resource management operations
- B. Constructed in 1993; masonry construction
- C. Includes four garage bays with overhead doors, workshop, office, mezzanine storage areas, two restrooms, mechanical/electric room, separate storage rooms for pesticides and flammable materials, greenhouse
- D. Facility includes connections to electric and natural gas, water, sanitary sewer, phone, fire and burglar security systems, Internet via wireless connection to Nature Center; heat is natural gas; no central AC, but window unit for office
- E. Adjacent fenced yards contain tool storage sheds, lumber storage rack, hoop house for plant propagation, landscape material storage
- F. Cleaning of facility handled by maintenance staff
- G. All other building maintenance provided by Facilities Dept.

III. MERKLE LOG CABIN

- A. Approximately 1,215 ft² (not including unfinished basement) historic structure used for programs, events, and rentals
- B. Originally constructed c. 1927 of cypress logs with fieldstone fireplace/chimney; brick addition added at unknown later time c. 1950s; foundation is concrete slab and footings; flooring is hardwood and vinyl tile.
- C. Includes main room with wood burning fireplace, enclosed porch seating area, kitchen, bathroom, storage closets, unfinished basement
- D. Facility includes connections to electric, phone, fire and burglar security system, and video surveillance; water provided by well; sanitary by septic system; recently added electric forced air heat and AC
- E. Cleaning provided by staff
- F. All other maintenance and repairs provided by Facilities Dept.

IV. FARM VISITOR CENTER (*RENOVATION/EXPANSION SCHEDULED FOR COMPLETION IN APRIL 2025*)

- A. Total renovated structure is over 7,800 ft². Includes a 3,400 ft² two-story modernized farmhouse (not including unfinished basement) used as a visitor reception area, staff offices, artifact storage area, staff meeting and work area. 4,400 ft² of newly built spaces consists of classrooms, program kitchen, public restrooms, storage and mechanical areas as well as a large covered outdoor deck.
- B. Original structure was built c. 1904 as a wood frame farmhouse, renovations occurred at various times during use as a private residence. Renovation into Heritage Farm Visitor Center began in 1993. A subsequent renovation and addition in 2004 added larger restrooms, offices and a 2nd floor staff residence. State museum grant-funded additions during 2024 and 2025 added needed program space and larger kitchen and restrooms.
- C. 1st floor of original structure includes gift shop (museum store) and reception area adjacent to north-facing public entranceway with hardwood floors and wood burning fireplace, staff office, restrooms accessible via east-facing public entranceway, livestock care supply room, access stairwell to 2nd floor, and access stairs to basement.
- D. 2nd floor includes three side rooms (two are currently used for artifact and program supply storage) along with a large central room, restroom, and storage closets in each room. The large room will be converted to staff office space.
- E. Unfinished basement includes HVAC, restroom, washer/dryer, storage areas, and well pressure tank.
- F. Newest addition includes over 1,000 ft² of classroom space, a 300 ft² teaching/program kitchen, storage and mechanical rooms, as well as a family restroom accessible from the building exterior.
- G. A 1,200 ft² covered deck adjoins the classrooms.
- H. Facility includes connection to electric, natural gas, water, sanitary sewer, phone, fire and burglar security system, Internet via cable; HVAC is natural gas/electric; facility is Wi-Fi capable.

- I. Newly added are geothermal heating/cooling and rooftop solar photovoltaic panels.
- J. Cleaning provided by staff
- K. All other maintenance and repairs provided by Facilities Dept.

V. MEGINNIS FARMHOUSE

- A. Approximately 2,200 total ft² historic Greek Revival style farmhouse used for interpretive programs and events, as well as artifact storage
- B. House was originally built c. 1850 by Bartels family as a wood frame farmhouse with clapboard siding and cedar shingles. A second wing was added sometime in the 19th century and renovations occurred at various times during use as a private residence. Structure was moved from original location at intersection of Schaumburg and Plum Grove Rds. in 1979, with later additions removed at that time. The original hand-hewn oak sill now sits on a concrete footing over a crawl space. First renovation by Schaumburg Park District occurred in 1988; subsequent changes to interior finishes and addition of covered porches occurred in 1994
- C. Oldest north wing of main floor includes large kitchen accessible via two entranceways, small parlor, pantry, supply closet, access stairwell to 2nd floor. Adjacent south wing (interpreted as grandparents' residence), which is connected to north wing and accessible via a separate porch and entranceway, includes kitchen and small bedroom. Both kitchens are outfitted with functional wood burning cook stoves, and all rooms contain antique or reproduction furnishings
- D. 2nd floor, accessible via original main kitchen stairway, includes four rooms (two interpreted as bedrooms and two used for storage) over north wing and three rooms (all used for artifact storage) over south wing
- E. Facility includes connections to water, sanitary sewer, electric, phone, fire and burglar security systems, electric heat and AC; minimal access to electric and modern lighting is present throughout house due to use as historic interpretation site
- F. Cleaning provided by staff
- G. Maintenance and major repairs provided by Facilities Dept. with input from staff

VI. HATTENDORF BARN

- A. 2,400 ft² historic bank-style, 3-bay barn used for housing cattle and horses, storage of hay, feed, and antique equipment
- B. Originally constructed c. 1870 on the Hattendorf farm, 1.5 miles northwest, and reassembled in its present location in 1993. Structure is a traditional 3-bay bi-level barn, constructed with a fieldstone foundation, original post and beam timber framing, solid oak flooring on upper level, board and batten siding, cedar shingle roof, with a single cupola on roof. Reconstruction in 1993 included the addition of a stairway between upper and lower levels, concrete floor on lower level, and modifications to original layout of stalls and doorways on lower level to accommodate planned use

- C. Facility includes a connection to electric, used to run milking machine and limited lighting
- D. All cleaning and most building maintenance provided by staff and volunteers

VII. HATTENDORF OUTBUILDING

- A. 192 ft² historic structure interpreted as a leather and harness shop during daily interpretation, events and programs
- B. Originally constructed c. 1900 on the Hattendorf farm, 1.5 miles northwest, and moved to its present location in 1993. Structure is a wood frame building with clapboard siding which was placed onto a concrete and fieldstone foundation over a root cellar during its relocation. Roof is cedar shingles. Brick chimney vents a wood/coal stove on main floor
- C. Two entrances lead into a single main room with wood flooring and lath and plaster walls. Two small adjacent storage rooms house artifacts
- D. Root cellar is accessed via an outdoor stairwell. Cellar is low profile with fieldstone/earthen floor, whitewashed fieldstone walls
- E. All cleaning and building maintenance are provided by staff and volunteers

VIII. HATTENDORF SMOKEHOUSE

- A. 168 ft² historic structure used as a smokehouse during events and programs
- B. Originally constructed c. 1890 on the Hattendorf farm, 1.5 miles northwest, and moved to its present location in 1993. Structure is a fieldstone and wood frame building. Roof is cedar shingles
- C. A single entrance leads into a cobblestone floor interior which is vented at the roof gables. There are no windows
- D. All building maintenance is provided by staff

IX. BOEGER EQUIPMENT SHED

- A. 972 ft² historic structure used as an equipment and artifact storage shed
- B. Originally constructed c. 1880 and still in its original location. Structure is a traditionally designed equipment shed with a dirt floored open main level and 2nd floor granary/feed storage area. The structure was renovated in 1988, which included replacement of board and batten siding, cedar shingle roof, and sliding door hardware. Electric service was also added at this time
- C. Sliding wood doors provide access to lower level along entire east side, and 2nd floor is accessed via a separate door leading to stairs. 2nd floor also contains two gable end doorways for loading/unloading hay and other supplies
- D. All building maintenance is provided by staff and volunteers

X. TOOL SHED/WORKSHOP

- A. 800 ft² shed at the Heritage Farm used for interpretive programs and events and for farm equipment storage

- B. Originally built in 2006, this 3-sided timber-framed building was designed to resemble similar historic structures from the area. Support posts sit on concrete and brick piers. Siding is board and batten. The roof is cedar shingles. Most of the dirt-floored interior is open on the east side and accessible via sliding wood doors on the west side
- C. A completely enclosed blacksmith shop on the south end is accessible via double wood doors on the south side and via a door leading into the main building interior
- D. All building care and maintenance is provided by staff and volunteers

XI. POULTRY SHED

- A. 290 ft² shed at the Heritage Farm used to house poultry
- B. Originally built in 1996, structure is a wood framed building designed to resemble similar historic structures from the area. Building sits on a concrete footing. Siding is board and batten. The roof is cedar shingles. Access doors on south façade lean into a fenced poultry enclosure.
- C. The interior is divided into three sections; two for housing poultry at either end and a small room in the center, which leads into the two side sections and is accessible from the fenced poultry yard via a wood door
- D. The two poultry rooms are equipped with roosting perches and nest boxes, and both have small low doors to permit birds to exit the building and go into the fenced yard
- E. Electric service runs into the center area, which allows this area to be used to house chicks and for water heaters to be used during winter to prevent freezing of the poultry water supply
- F. All care and maintenance are provided by staff and volunteers

XII. WOOD SHED

- A. Approximately 150 ft² shed near the Meginnis farmhouse, used for storage of firewood, garden tools and some program supplies
- B. Originally built in 1994, structure is a wood framed shed which sits on concrete footing. Siding is board and batten. Roof is cedar shingles. Floor is dirt
- C. The interior is divided into two sections – one large for storage of firewood, and one small and used to store garden tools for the nearby kitchen garden. Each side is accessible via separate access doors
- D. All care and maintenance are provided by staff and volunteers

XIII. HOG SHED

- A. 336 ft² shed at the Heritage Farm used to house hogs
- B. Originally built in 1997, structure is a wood framed building which was designed to resemble similar historic structures from the area. Support posts sit on concrete footing. Siding is board and batten. Roof is cedar shingles. A wood deck floor is supported by joists placed directly over earth
- C. The hog shed is divided into two pens, so that sows with young can be separated from other adult hogs. Both sections have low access doors

leading to separate outdoor hog yards. A walkway separated from both hog pens allows staff and visitors to access and view the hogs. Main access door is on the east side of the building and divided so that bottom half can be secured while leaving top half open for ventilation in summer

- D. A viewing deck on the west side of the structure is accessed from north of the structure
- E. All care and maintenance are provided by staff and volunteers

XIV. CORN CRIB

- A. 160 ft² structure at the Heritage Farm used to store dried ear corn
- B. Originally built in 1998, structure is a wood framed building designed to resemble similar historic structures from the area. Structure is raised above the ground on support posts to keep corn from contacting the ground. Profile is such that structure is wider on top than on bottom to ensure rain and snow cannot access inside contents. Support posts sit on concrete and brick piers. Siding is slatted wood over hardware cloth designed to keep rodents out. Roof is cedar shingles
- C. A hatchway/door at north end is used to load and unload corn into structure. A hatch at the south end accesses a storage area for program supplies
- D. All care and maintenance are provided by staff and volunteers

XV. SPRING HOUSE

- A. 256 ft.² structure at the Heritage Farm used to simulate the role and function of a spring house
- B. Originally built in 2003, structure is a fieldstone and wood frame building designed to resemble similar historic structures from the area. Structure sits on a concrete footing to support heavy 12" thick walls. Roof is cedar shingles. Electric service is supplied to building to operate pump
- C. Troughs along two interior walls are tied into an underground water reservoir and pump system. When pump is switched on, water is pumped into troughs and recirculates to reservoir to simulate a flowing spring
- D. Most care and maintenance are provided by staff however; Facilities Dept. staff assist with repairs to pump system.

XVI. MISC. STRUCTURES

- A. Bison's Bluff Restrooms
 - 1. 480 ft² structure built in 2021 includes 3 unisex restrooms equipped with running water, flush toilet and electric hand dryers.
 - 2. Structure is constructed of wood and stone and includes an enclosed plumbing access and storage space.
 - 3. Building is not heated and so is shut down and winterized from November-March.
- B. Scout Shed
 - 1. 576 ft² shed near Merkle Cabin used for event and program supply and equipment storage

2. Originally built sometime between 1950 and 1970, structure is a wood framed building with wood siding. A concrete floor was added in 1986 and electric service improved in the early 1990s
3. Single open room is accessed via large roll doors at the south end and along east side. Open window is secured by double wood doors at the north end
4. Staff cleans this structure prior to use for special events and provides most other maintenance

14.10 INITIATIVES

I. CUSTOMER SATISFACTION

- A. We will develop new programs, events, and rental opportunities at the new Farm Visitor Center.
- B. We will rebuild our program staff to support the resurgence and growth of programming, meeting customer demands in the process.
- C. We will improve and expand gardens and site amenities to better serve daily visitors and invite engagement with the site's educational mission.
- D. In an effort to enhance the visitor experience and encourage visitor feedback, we will improve digital services (site app) and site signage in ways that invite engagement with the site's mission.

II. FINANCIAL SUSTAINABILITY

- A. We will create new fee structures for programs, events, and select amenities such as rental spaces in order to enhance revenue.
- B. We will continue to make increased use of Merkle Cabin as an event and program site as well as continued use as an early childhood program center.
- C. We will develop a corporate funding strategy to attract long-term investments in Spring Valley's financial stability.

III. OPERATIONAL EXCELLENCE

- A. We will upgrade the Nature Center to enhance the entrance, visitor information area, and provide additional program space to keep up with increasing demand.
- B. We will integrate environmentally friendly technologies into building upgrades whenever possible.
- C. We will develop a volunteer leadership program to expand the reach and effectiveness of our community volunteers.

IV. EMPLOYEE DEVELOPMENT AND ENGAGEMENT

- A. We will redistribute supervisory duties for program and site management to create a more balanced workload, foster creativity, and enhance leadership skills among staff.
- B. We will renew a focus on professional development for program and supervisory staff by supporting participation at workshops and conferences.

- C. We will prioritize providing regular training to all staff to ensure a focus on delivering 5-star customer service at all times.

SECTION 15.0 - ADMINISTRATION AND FINANCE

15.1 FINANCIAL / FUND OVERVIEW

The financial and administrative areas of the Park District are managed by the Business department. Areas covered include all financial matters including the paying of bills, payroll, and collection of cash. In addition, risk management and information technology (IT) are also under the umbrella of the Business department. Risk management is covered in section 16 and IT is covered in section 17. This section, while it presents an overview of the department for reference purposes, will concentrate on Finance.

- I. Schaumburg Park District is one of the largest agencies in Illinois and currently has an approximate \$50 million budget. Budget and operations have continued to consistently grow since the COVID-19 pandemic with program registrations and facility usage reporting record levels.
- II. Approximately 1,050 people are employed by the District throughout the course of a year, including 100 full time and 450 year-round part-time, with the balance being seasonal employees. Summer, bi-weekly, payrolls are processed for an average of 750 employees.
- III. Approximately \$35,200,000 was paid annually to some 1,100 vendors through 17,500 invoices, and \$60,000 was collected every day, or \$21,800,000 annually, for fees and services. The spread between revenues and expenses is covered by the collection of tax receipts.
- IV. All of the District's ten patron accessible sites can register people for programs, process payments, and coordinate schedules. Registering and making payment for programs is also available online. Applications for open positions at the District are submitted through the District's website.
- V. The Department consists of ten staff to handle these various areas.
- VI. The District has grown tremendously over the years, and financial histories reflect this growth. As the Village grew as a whole, so did its need for recreational services. The District responded to this growth through the continued acquisition of park land and the construction of facilities. These in turn, fed the financial growth and size of the District.
- VII. The recreation fund is the District's largest operating fund and includes the golf course and the Nature Center facility. These facilities had originally had their own individual fund but were merged into the recreation fund for financial efficiency.
- VIII. There is one proprietary fund, internal service, that provides maintenance services throughout the District and is funded by allocating expenditures to the other funds.

15.2 RESPONSIBILITIES / ACCOUNTABILITY

The major roles of the Business Department can be broken down along the following lines:

I. FINANCIAL

- A. All financial transactions of the District are handled, processed and coded by the Department.
- B. Payroll is processed on a bi-weekly basis using an automated timekeeping system that uploads hours worked by employees into the District's accounting software to compute and create payroll. The entirety of the job is handled by one full-time position.
- C. Bills are processed and paid weekly and monthly, also using an automated purchase order system requiring proper management approval prior to checks being created and processed. All payments are computed and coded by the accounting system prior to payment. Accounts payable processes are handled by one full-time position.
- D. Cash is collected every business day from all facilities by one full-time position. The cash is then recounted, account codings are checked and entered into the accounting system, and one consolidated deposit is prepared to be sent to the bank. Non-program fee cash is received by the Department from several sources as well. These checks and cash are also processed and coded for deposit.
- E. The full-time Registrar, supported by several part-time front counter staff at the Administration Building, manages registrations for programs, fitness and swim passes, and facility rentals. The primary function is to oversee the day-to-day operations of the registration software system, ensuring accurate program enrollment, maintenance of patron accounts, and proper collection of payments. The Registrar also works closely with recreation staff to ensure that program offerings within the registration system align with those intended to be offered to the public for programming.

II. RISK MANAGEMENT

- A. Encompassing both General Liability and Worker's Compensation insurance, plus related budgeting for safety programs of employees, Risk Management is covered under a separate section, namely 16.0.

III. LEGAL

- A. The Director of Finance position regularly handles legal matters that relate to other areas of the Department's functions. This work is extensive enough that it has its own area within the Department.
- B. Legal matters are managed between several different attorneys including the District's general counsel, labor attorney, bond sale attorney, and various attorneys for the insurance pool.

IV. AUDIT

- A. The Director of Finance both recommends and works with the selected independent auditor for the annual audit of the District's financial records. A key staff member helping to manage this process is the Superintendent of Finance.

V. BOND ISSUANCE MATTERS

- A. Typically, the District conducts two bond sales annually, one in the Spring for capital projects and another one in the Fall that pays annual rollover debt and funds the remainder of the current year's capital budget.
- B. The Director of Finance is charged with determining the appropriate size of each issuance and working with the attorneys, bond underwriter, and banks to make sure that the bonds are issued and repaid in a timely fashion.
- C. Since bonds are repaid with levied taxes, bond sales are also coordinated with the preparation of the tax levy.

VI. TAX LEVY PREPARATION

- A. A key revenue source for the District is taxes levied against properties within its boundaries.
- B. The Director of Finance collaborates with the Superintendent of Finance to plan and prepare the annual tax levy, balancing the financial needs of the District with the goal of minimizing the tax burden on individual taxpayers. The Executive Director and elected Board provide strategic guidance in determining the overall levy amount required.

VII. FINANCIAL REPORTS

- A. The Director of Finance and the Superintendent of Finance together prepare the various financial reports used by the Board, staff and public to monitor and plan the financial direction of the District.
- B. Monthly financials are created and made available to supervisors and managers via the intranet monthly. They can also access monthly financials via a portal link sent by email each month.
- C. Financials are prepared for the Finance Committee on a monthly basis as well. The financial packet also includes projections for key operational funds through the end of the current fiscal year, as well as cash and capital fund balances.
- D. Financials and related projections are also used for future planning and judging the need for future bond sales and tax levies.

VIII. INTERNAL CONTROLS

- A. With financial transactions occurring every day at various locations, it is imperative that proper accounting controls, along with internal checks and balances, are maintained.
- B. Internal accounting controls are managed by the Finance department and are annually reviewed and tested by District's

independent auditor. Training in best practices and the use of controls is also performed.

- C. Computerized reports are run daily to track revenues received at point-of-sale systems compared to the dollar amounts actually collected at the registers. Any material differences are investigated.

IX. BUDGETING

- A. Integral to maintaining financial health and planning for the future is the preparation of annual budgets for the District.
- B. The budget process is managed by the Finance department and utilizes a cloud-based budgeting system to create detailed to general budgets.
- C. Staff enter budgets for their respective areas directly into the budgeting platform, where the data is automatically compiled into summaries and imported into the District's accounting system to create the consolidated District budget.
- D. The preparation of the legal "Budget and Appropriation Ordinance" and "Tax Levy Ordinance" are also prepared by the Director of Finance.

X. SCHAUMBURG PARK FOUNDATION

- A. The Director of Finance and Superintendent of Finance oversee the books and records of the Foundation, along with the preparation of periodic financial statements. The Director of Finance also serves as the Assistant Treasurer of the Foundation.
- B. In addition, they prepare the annual tax filings of the Foundation.

XI. INFORMATION TECHNOLOGY

- A. Integral to the success of the District is the maintenance of a secure and user-friendly technology infrastructure.
- B. The Superintendent of Information Technology oversees all aspects of the District's technology infrastructure, including hardware, software, cloud-based systems, telecommunications, and cybersecurity.
- C. The Superintendent of Information Technology also works in conjunction with the Director of Finance on the planning and preparation of the District's overall IT strategy.
- D. In addition, the Superintendent plans and manages a District-wide IT budget with a focus on evaluating and procuring new technologies to drive greater operational efficiencies and enhanced security.

15.3 ORGANIZATION / PERSONNEL

As can be seen in the aforementioned organization chart, the Business Department currently has a staff of ten employees — seven in the Finance department and three in the IT department. All are full-time employees. A brief description of the full-time staff positions is below.

- I. Director of Finance and Administration – Oversees the Business Department, and is responsible for the functions of Finance, Accounting, Risk Management, Information Technology, and several categories of legal issues.
- II. Superintendent of Finance – Responsible for the day-to-day maintenance, preparation, and proper handling of the District's financial books and records. This position is also responsible for managing the books and records of the Foundation. The Accounting Manager and three clerk positions report to this person. Reports to the Director of Finance.
- III. Accounting Manager – A full-time position that assists the Superintendent of Finance in the day-to-day maintenance of accounting records for both the District and the Foundation. The primary responsibility for this role is accurately closing the District's books on a monthly basis. Reports to the Superintendent of Finance.
- IV. Head Registrar – Manages the daily operations of the registration software system, ensuring accurate enrollment, account approvals, and proper resident classification. Responsibilities include processing payments and refunds, handling scholarships, analyzing accounts, and training front desk staff. Three part-time staff members report to this position. Reports to the Director of Finance.
- V. Payroll Administrator – Handles payroll processing for the District. Also handles credit check calls, employment verifications, and preparation of payroll tax returns. Reports to the Superintendent of Finance.
- VI. Accounts Payable Clerk – Handles the processing and payment of bills based on a District-wide purchase order system. Reports to the Superintendent of Finance.
- VII. Accounts Receivable Clerk – Handles cash, credit card, and check processing. Accounts for, properly codes, and prepares a daily deposit for delivery to the bank. Reports to the Superintendent of Finance.
- VIII. Superintendent of Information Technology – Responsible for managing and securing the District's technology infrastructure, including networks, systems, applications, and cybersecurity to ensure reliable, efficient, and cost-effective technology services that support recreation programs, facilities, and administrative operations. The Application Support Specialist and Systems Administrator positions report to this person. Reports to the Director of Finance.
- IX. Application Support Specialist – Primarily responsible for maintaining, troubleshooting, and optimizing the District's software applications, such as recreation registration, finance, and facility management systems. Reports to the Superintendent of Information Technology.
- X. Systems Administrator – Responsible for maintaining the District's servers, networks, and core technology infrastructure to ensure secure and reliable operations. Reports to the Superintendent of Information Technology.

15.4 SWOT ANALYSIS

This analysis is from the viewpoint of the Finance department, and so takes the position that items mentioned affect at least the Finance department, and often

the District as a whole. Separate SWOT analyses are provided for Risk Management in section 16 and for Information Technology in section 17 below.

I. STRENGTHS

- A. Mature experienced staff with many years of experience in their respective areas that work well together as a team, with low turnover.
- B. Financially strong District allowing more flexibility in responding to the challenges of the Business Department in terms of acquiring new technology, equipment, and software to drive greater efficiencies in operations.
- C. Accounting system, computer systems, and equipment and technology are current, but reaching end-of-life or the point of upgrade.
- D. Small size of staff has forced the positive need for cross training in all positions and has encouraged the team to work together.
- E. Ongoing use of cash handling equipment, technology, and outside services to reduce the need for additional staff.
- F. Implementation of a new cloud-based budgeting solution is driving greater efficiencies and ease of use across the District's budgeting processes.

II. WEAKNESSES

- A. In conjunction with the above, mature staff are closer to retirement than starting their careers. This is especially important given there is no redundancy in positions.
- B. The danger of growth in the complexity of state laws and legal matters overwhelming current resources since they often require changes in business practices.
- C. Effectively communicating with, and the training of, staff in other departments on budgeting and registration issues as well as keeping training up to date.
- D. Constant need to keep Business department technology current to both manage the evolving ways in which transactions are handled and better meet customer needs.
- E. An ever-increasing volume of transactions that need to be processed in different ways provides ongoing challenges for staff to manage and stay ahead of. (e.g., ACH bill payment, email invoicing, etc.).

III. OPPORTUNITIES

- A. While a weakness, retiring staff could also present an opportunity. Hiring new people could bring in best practices in terms of processes and procedures.
- B. New staff in other departments also present new opportunities to have different work strategies for interacting.
- C. New partnerships established with non-government organizations for developing new revenue streams for park district events.

- D. Advances in accounting software can offer opportunities to drive greater efficiencies, improved reporting, and deeper insight into financial performance.
- E. Using enterprise/cloud-based systems for finance and registration (as well as HR and facilities management) for better integration and efficiency.

IV. THREATS

- A. New legislation that further hampers the ability to raise revenue through tax levies.
- B. Delayed or irregular tax distributions resulting from County processing issues.
- C. Failure of internal controls to identify fraud or material accounting errors, heightened by the increasing sophistication of fraudulent activities.
- D. Inability to hire and retain staff with the necessary skills, education, and experience to meet the current demands of District business.
- E. Significant investments are required in technology and insurance to safeguard against cybersecurity and other risks, which may be cost-prohibitive.
- F. Changes in market conditions may permanently impair revenue growth in key programming areas such as daycare and fitness.
- G. More frequent and varied attempts of fraud against the District (e.g., fraudulent checks, phishing scams, etc.)
- H. Rising costs for labor, materials, utilities, and insurance that may constrain operating budgets and limit resources available for programming and capital projects.
- I. An increasing number of legacy systems are reaching end of life, placing greater demands on the Business Department to identify, upgrade, and implement replacements without interruptions to District operations.

15.5 TRENDS

- I. Movement towards the use of artificial intelligence to increase accounting automation in certain areas such as complex journal entries, account reconciliations, and fixed asset account maintenance.
- II. The trend of moving away from accounting systems to enterprise resource planning (ERP) solutions.
- III. Expanded use of data analytics and predictive tools for budgeting.
- IV. With increased automation, the shift away from Finance departments doing primarily transactional processing to data analytics, which requires a broader set of job skills.
- V. Key software applications transitioning to the cloud.
- VI. Increased transparency in reporting to include sustainability, employee diversity, and social governance (ESG), and the utilization of financial reports to accomplish this.
- VII. A move away from using underwriters for smaller bond issues and obtaining bond ratings.

- VIII. Integration of vendor billing systems with the District's financial platform to enhance efficiency and transition toward a paperless Accounts Payable process.
- IX. The growing level of fees paid by the District to its software vendors for use of cloud-based systems, including license and transactional fees.
- X. Regularly introduced state mandates that increase costs for the District and/or add administrative burdens.
- XI. Continued changes in governmental accounting rules.
- XII. Changes in SEC rules that add reporting requirements for the issuance of new bonds.
- XIII. Rising expectations for digital citizen engagement including seamless mobile registration, online payment, and transparency dashboards.

15.6 BEST PRACTICES

- I. Proper internal accounting controls that align with the operations of the entire district.
- II. Proper inventory control of all assets, both permanent and consumable items.
- III. Proper storage, maintenance, and disposal of all records to ensure security and comply with state and federal laws.
- IV. Keeping all accounting records, ledgers, and cash reconciliations up to date to maintain timeliness and reduce errors.
- V. Timely, regular (monthly) preparation of financial statements comparative to budget.
- VI. Publishing transparent community-facing dashboards for financials and metrics.
- VII. Emphasis on always acting with integrity and ethically in the handling of all business operations.
- VIII. Maintenance of proper firewalls and data security (PCI compliance) for the computer network, along with complete redundancy to recover from disasters.
- IX. Supporting and providing opportunities for staff to expand the level of knowledge in their field and continue to grow professionally.

15.7 OPERATIONAL ANALYSIS

This review covers the major operations of the Finance Department. The IT Department is covered in section 16 below.

FINANCE OPERATIONS

- I. FINANCIAL STATEMENT PREPARATION
 - A. Cash received, bills paid, and employee payrolls processed are automatically loaded into the general ledger system.
 - B. On a monthly basis, key ledger accounts are analyzed, and journal entries are prepared. Key accounts include cash, payroll tax liabilities, capital accounts, and registration and point-of-sale revenues.

- C. Bank reconciliations are prepared monthly for all operating, payroll, and interest accounts, with journal entries being prepared accordingly.
- D. Financial reports are then run and reviewed by the Director of Finance and Superintendent of Finance. Any changes needed are made and the reports are run again for further review.
- E. Once complete, the reports are available on the Intranet, and an email is circulated to supervisors and managers announcing the same.
- F. Additional reports are also prepared for review at the Finance Committee meeting. These reports include projections and summaries of major operating funds.
- G. A bill list is also prepared once a month for Board approval, which includes both bills already paid and bills to be paid.

II. BUDGET PREPARATION

- A. A comprehensive budget timeline is prepared by the Director of Finance and distributed to the Department Heads.
- B. The District's budgeting platform is updated by the Finance department and opened to budget users for entry of next year's budget information.
- C. Once entered, Department Heads review and then approve preliminary totals to be compiled into department-level, fund-level, and District-wide budgets.
- D. The Director of Finance prepares and enters real estate tax revenues.
- E. The Superintendent of Finance updates each full-time employee's information, budgeting individually for each position, and enters the data into the budgeting platform.
- F. The Superintendent of Finance also prepares and enters budgets for District-wide expenses, such as utilities and telecommunications.
- G. The budget is automatically uploaded into the accounting system, and a first draft of the budget is created and distributed to the Executive Director for review. Any required changes are given back to the Director of Finance for creation of a second draft of the budget.
- H. The second draft is reviewed with Department Heads and the Executive Director and final approvals are obtained.
- I. Budget binders are created and distributed to the Finance Committee and staff for review and approval at a special budget meeting.
- J. The budget is then approved by the Board at an open meeting, after a public hearing on the same.
- K. After approval by the Finance Committee and Board, the budget is finalized in the accounting system and used for the upcoming fiscal year.
- L. Finally, a Budget and Appropriation Ordinance is prepared for approval and filing with the County. The final budget is posted on the District's website.

III. BOND SALE

- A. Quarterly, the Director of Finance reviews the capital and cash flow needs of the District related to securing funding through the sale of bonds.
- B. As part of the budget process in the Fall, capital needs are matched and budgeted against the total amount available for funding in the next budget year.
- C. In addition, bond repayment schedules and tax levies are analyzed for bond sales needed to repay outstanding and/or rollover debt.
- D. The District typically has two bond sales within each fiscal year. The first is in the Spring to support capital spend and the second is in the Fall for both paying outstanding debt and supporting capital spend.

15.8 INITIATIVES

I. CUSTOMER SATISFACTION

- A. We will continue to streamline and simplify internal business processes for improved customer experience.
- B. We will find ways to minimize operating costs to keep patron fees low, consistent with community feedback.
- C. Evaluate registration software.

II. FINANCIAL SUSTAINABILITY

- A. We will strengthen the General and Recreation operating funds by optimizing surplus generation to build financial resilience against disruptions like pandemics.
- B. We will bolster fraud prevention by advancing cybersecurity measures.
- C. We will broaden the use of the District's purchasing system to streamline employee reimbursements and online vendor payments.
- D. We will collaborate with other agencies to identify new revenue opportunities that require minimal investment.

III. OPERATIONAL EXCELLENCE

- A. We will strengthen staff capabilities through cross-training and job-duty reviews to effectively manage growing accounting needs and employee workloads.
- B. We will implement technology solutions that improve efficiency, security, and accuracy in transaction processing, with an emphasis on ACH transactions.
- C. We will oversee the District's update for the Illinois Association of Park District's/Illinois Parks and Recreation Association Distinguished Accredited Agency designation.
- D. We will streamline budget presentations to the Board by automating report generation, eliminating the need for manual binder preparation.
- E. We will enhance the accuracy of financial forecasting by integrating budget and cash flow projection software into the planning process.

IV. EMPLOYEE DEVELOPMENT AND ENGAGEMENT

- A. We will offer training opportunities for business staff to deepen their understanding of the District's financial operations and strategies.
- B. We will encourage staff to volunteer for projects and events throughout the District.

SECTION 16.0 - RISK MANAGEMENT

16.1 RISK MANAGEMENT OVERVIEW

Risk Management for the District consists of four major components – Safety, General Liability, Patron Injuries, and Employee Injuries. The overall emphasis in each of these areas is the prevention of injury and security of assets. To achieve prevention and security, the District has set up risk management as follows:

- I. The District's Deputy Director and Director of Finance oversee general liability risk and work with the HR department on any legal issues arising from personnel situations (i.e., lawsuits and workman's compensation).
- II. The District is a member of a public entity risk pool called the Park District Risk Management Agency (PDRMA), that includes other park districts, forest preserve districts, and special recreation associations acting as a single insurable unit. This is done to reduce insurance premium costs when obtaining insurance and related consulting.
- III. To help maintain safety, safety manuals are utilized, along with safety training on various topics tailored to the audience.
- IV. Procedures for reporting injuries, accidents, and other damage are created and managed by PDRMA.
- V. In conjunction with the Deputy Director and Director of Finance, claims arising from accidents are managed and settled, possibly through the use of outside counsel.
- VI. The District also has a safety committee consisting of staff from all departments to discuss safety issues, establish training programs, and review patron and employee injuries.
- VII. PDRMA's board of directors meets regularly to review policy, agree to purchase insurance coverages, and discuss and decide how to manage any legal claims.

16.2 SWOT ANALYSIS

I. STRENGTHS

- A. A strong culture of safety at the District that prioritizes the well-being of all, going beyond cost savings to ensure a safe environment.
- B. Effective cost containment through strategic risk pooling.
- C. A larger number of pool members spreads risk across many agencies, which lowers volatility.
- D. Access to specialized staff expertise in risk management, loss control, and legal matters.

II. WEAKNESSES

- A. Larger number of pool members results in less direct control over claims due to size and central management.
- B. Premiums and contributions may be higher than in a smaller pool.
- C. Administrative processes can be more standardized, limiting flexibility.

- D. Remaining compliant with heightened training and reporting requirements may place additional strain on District staff.

III. OPPORTUNITIES

- A. Continued investment in new safety initiatives and training programs.
- B. Investing in additional part-time or full-time resources dedicated to accelerating safety initiatives, driving improved safety outcomes, operational efficiencies, and cost savings across the District.
- C. Collaboration with other member districts to share best practices and reduce costs.
- D. Leverage economies of scale to negotiate better vendor contracts.
- E. Expansion of member services such as cybersecurity risk support, wellness programs, and emerging liability coverage.

IV. THREATS

- A. Large-scale events (e.g., pandemics, natural disasters, systemic claims) could impact all members, thereby raising premiums and contributions.
- B. Regulatory or legislative changes may increase costs or reduce flexibility.
- C. Growing complexity of risks (cybersecurity, climate-related claims) may test pool resources.
- D. State legislation initiated by brokers to break up pools in order to generate more business for themselves.

16.3 INITIATIVES

I CUSTOMER SATISFACTION

- A. We will optimize the incident reporting processes, to ensure ease of use for all involved.

II FINANCIAL SUSTAINABILITY

- A. We will coordinate with other pool members and PDRMA to keep premium costs down.
- B. We will leverage PDRMA's expertise to minimize the District's use of external legal counsel.

III OPERATIONAL EXCELLENCE

- A. We will evaluate claims filing and management processes for cost-effectiveness.

V. EMPLOYEE DEVELOPMENT AND ENGAGEMENT

- A. We will offer training opportunities for staff to deepen their understanding of the District's insurance coverages and safety strategies.

SECTION 17.0 - INFORMATION TECHNOLOGY

17.1 INFORMATION TECHNOLOGY OVERVIEW

The Information Technology department is responsible for the District's communications infrastructure, physical and cyber security, enterprise systems, applications, and end-user support. The department plays a critical role in enabling efficient operations, enhancing patron experiences, and safeguarding District data.

17.2 RESPONSIBILITIES / ACCOUNTABILITY

The major roles of the Information Technology department can be summarized as follows:

- I. Manage and maintain all communications infrastructure including voice (cellular and on-premise) and data networks.
- II. Oversee cybersecurity efforts and vulnerability management, PCI compliance, and employee training.
- III. Manage Security Information and Event Management environments.
- IV. Manage core software systems including financial, registration, and scheduling applications.
- V. Conduct IT capital budgeting, lifecycle replacements, and vendor management.
- VI. Oversee cloud migration, automation, and modernization of legacy systems.
- VII. Provide District-wide help desk, ticketing, and training for end users.
- VIII. Maintain data backup, recovery testing, and disaster recovery/business continuity planning.
- IX. Manage, configure, and maintain District-wide monitoring to provide proactive support to IT issues/outages.
- X. Support digital citizen engagement platforms.

17.3 ORGANIZATION / PERSONNEL

The Information Technology department is currently staffed by three full-time employees. The team manages infrastructure, security, software, and user support, and reports to the Director of Finance and Administration. Descriptions of each of the District's IT roles and their respective responsibilities are provided in section 14.3.

17.4 SWOT ANALYSIS

I. STRENGTHS

- A. Experienced staff with strong institutional knowledge of District systems.
- B. Modernized infrastructure, including servers, storage, and cybersecurity platforms.
- C. Strong vendor partnerships with technology providers.
- D. Supportive executive leadership who view IT as a strategic partner and critical core competency of the District.

II. WEAKNESSES

- A. Legacy systems approaching end-of-life and other outdated systems that are difficult to integrate with modern platforms.
- B. Single-point-of-failure, in-network design with administrative building as hub.
- C. Inconsistent ticketing and limited cross-training.
- D. Limited redundancy in internet and phone systems.

III. OPPORTUNITIES

- A. Migration to ERP and cloud-based systems to drive greater financial and operational efficiencies.
- B. Expansion of automation and AI, including chatbots and reporting tools.
- C. Use of IoT and smart facility technology to improve efficiency and safety.
- D. Enhancing digital citizen services through web and mobile platforms.

IV. THREATS

- A. Cybersecurity risks, including ransomware, phishing, and social engineering.
- B. Loss of institutional knowledge with staff turnover.
- C. Rapid pace of technological change requiring continuous investment.
- D. Catastrophic loss at District administration building would disrupt operations until disaster recovery procedures were enacted.

17.5 TRENDS

- I. Growing adoption of zero-trust security frameworks.
- II. Expansion of cloud migration for finance, HR, and IT systems.
- III. Increasing reliance on data analytics for decision-making (e.g., Power BI).
- IV. Expansion of digital citizen engagement (e.g., mobile apps, portals).
- V. Heightened emphasis on cybersecurity insurance and compliance due to rising attacks on Illinois public agencies.
- VI. Expanded use of GIS, IoT, and predictive tools for operations and maintenance.

17.6 BEST PRACTICES

- I. Regular disaster recovery testing and offsite/cloud backups.
- II. Unified ticketing and asset management systems.
- III. Continuous employee cybersecurity awareness training.
- IV. Participation in regional IT consortiums for shared learning and resources.
- V. Transparent reporting to Board on IT security strategy and investment ROIs.

17.7 INITIATIVES

- I. CUSTOMER SATISFACTION

- A. Improve IT service delivery with consistent ticketing and knowledge sharing.
 - B. Expand citizen-facing digital services, including mobile enhancements and online support tools.
- II. FINANCIAL SUSTAINABILITY
 - A. Automate routine reporting and budget preparation through technology.
- III. OPERATIONAL EXCELLENCE
 - A. Implement backup fiber internet connections to reduce single-point-of-failure risk.
 - B. Migrate accounting, HR, and other core systems to modern platforms.
- IV. EMPLOYEE GROWTH AND DEVELOPMENT
 - A. Strengthen cybersecurity insurance and risk management practices and knowledge.
 - B. Continue to attend industry trainings and seminars.

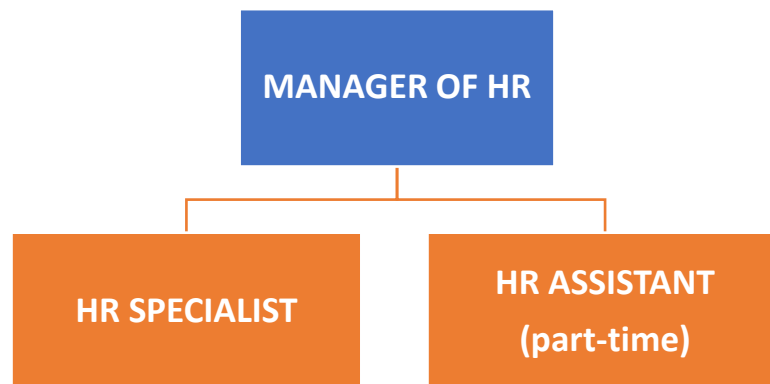
SECTION 18.0 - HUMAN RESOURCES

18.1 HUMAN RESOURCES OVERVIEW

Human Resources department plays an important role in a wide range of employment activities including job design; organizational structure; recruitment and selection; compensation; benefits; workplace accommodations; leaves of absence; training and development; employee relations; union relations; performance management; disciplinary actions and terminations; policies and procedures; legal compliance; health & safety; strategy and planning; crisis management; and more.

18.2 ORGANIZATION / PERSONNEL

The Human Resources Department consists of two full-time positions and one part-time position.



The Manager of HR is responsible for participating on the senior leadership team and advising agency leaders on a wide range of HR issues as well as providing assistance, support, and coaching to frontline managers and supervisors. The Manager of HR is also responsible for overseeing District-wide employment policies, practices, and compliance, including HRIS, employee data & record management, recruitment & retention, onboarding/orientation, training, performance management, compensation, benefits, leaves of absence, employee health & wellness programs, employee workplace injuries, worker's compensation claims, employee relations and internal investigations, disciplinary actions and terminations, policies and legal compliance, employee communications, and overall HR planning and strategy. The Manager of HR is a key member of the Health & Safety Committee (HSC).

The HR Specialist is responsible for overseeing all recruiting activities; employee benefits administration including open enrollment, qualifying events, and terminations for medical, dental, vision, basic life insurance, additional voluntary life insurance, FSA healthcare and dependent care, AFLAC, and more; processing leaves of absence including FMLA compliance; COBRA administration; ACA tracking and reporting; overseeing our strategic employee

wellness program and budget; HRIS administration; and assisting with employee safety.

The HR Assistant is responsible for administrative and compliance support. This includes processing new hire paperwork, auditing the Federal Form I-9, state & federal tax forms, verifying social security numbers, running criminal background checks on all employees and volunteers, running driving record abstracts on all District-drivers. The HR Assistant also supports the HR Specialist with employee wellness programs, campaigns and events.

18.3 RESPONSIBILITIES / ACCOUNTABILITY

I. RECRUITMENT & SELECTION

- A. Manage the HRIS for:
 - 1. Job postings
 - 2. Incoming job applications
 - 3. Candidate communication
 - 4. Job offer letters
 - 5. New hire paperwork
- B. Consult with hiring managers and supervisors on staffing needs. Create job announcements and provide assistance with recruiting efforts. Post on external job boards.
- C. Establish relationships with career counselors at all local high schools, colleges, and universities for the purposes of sharing job vacancies, participating in student job fairs, etc.
- D. Manage the new hire paperwork process and work closely with payroll administrator to ensure upload into payroll and timekeeping systems.
- E. Perform required criminal background checks through the Illinois State Police. Appropriately handle any convictions identified.
- F. Perform additional background check in the National Sex Offender Registry.
- G. Perform social security number verification on all new hires. Troubleshoot any mismatches.
- H. Perform motor vehicle driving record abstracts based on position.
- I. Provide regular and ongoing training to supervisors and managers on conducting legal interviews and best hiring practices.
- J. Create and administer an employee onboarding/orientation program.
- K. Assist with recruitment and selection for certain positions as needed.

II. JOB DESIGN & ORGANIZATIONAL STRUCTURE

- A. Advise managers and supervisors on job design, reporting structure, restructure/reorganization plans.
- B. Write and maintain job descriptions.
- C. Create and maintain District-wide organizational charts.

III. COMPENSATION

- A. Oversee the District's compensation philosophy and formal pay program.
- B. Review, revise, and maintain a full-time salary structure.
- C. Review, revise, and maintain a part-time wage scale.
- D. Stay ahead of legislative changes impacting compensation, develop strategies, and communicate action plans to supervisors.
- E. Stay on top of employment market trends and respond accordingly (unemployment rates, economic inflation, trends in fringe benefits, etc.)

IV. BENEFITS

- A. Oversee and manage all employee benefit programs, including:
 - 1. Medical
 - 2. Dental
 - 3. Vision
 - 4. FSA Healthcare
 - 5. FSA Dependent Care
 - 6. FSA Commuter Benefit
 - 7. Life Insurance - basic
 - 8. Life Insurance - voluntary
 - 9. IMRF
 - 10. IMRF VAC
 - 11. 457 Plan
 - 12. Employee Assistance Program
 - 13. AFLAC
 - 14. Banking Privileges
 - 15. Credit Union Privileges
- B. Create and maintain benefits related documents for employees.
- C. Process all new enrollments, qualifying event, and benefit terminations.
- D. Prepare final payout memo including final dates of coverage and communicate with Payroll Administrator.
- E. Work with insurance broker and oversee health plan renewal process. Obtain quotes. Collaborate with Director of Finance & Administration and jointly determine plan options for the District.
- F. Process all leaves of absence and associated paperwork, medical reporting, communication, timekeeping, return-to-work notifications, etc. FMLA, etc.
- G. Maintain employee benefit files.
- H. Oversee programs for all internal perks and privileges:
 - I. Full-Time
 - J. Part-Time
- K. Oversee efforts of the employee wellness team. Develop programs and activities with positive measurable outcomes designed to improve the health and well-being of all employees and have a positive impact on claims activity and medical cost pricing.

V. TRAINING & DEVELOPMENT

- A. Lead or work collaboratively on a number of training programs, such as:

1. Safety training
2. Customer service training
3. HRIS training
4. I-9 Form training
5. Sexual Harassment Prevention training
6. Mandated Reporter training
7. Reasonable Suspicion training/certification
8. Other newly emerging and/or other best practice training initiatives, such as Diversity, Equity & Inclusion training.

B. Maintain training records

C. Set up alerts for recertification due dates

VI. EMPLOYEE RELATIONS

- A. Create a safe and high-trust environment where employees feel comfortable sharing ideas/suggestions/concerns with their supervisors and/or Human Resources.
- B. Conduct investigations and resolve difficult and sensitive inquiries and situations. Provide appropriate resources and advice.
- C. Solicit feedback from employees through both formal and informal channels.
- D. Assist with variety of general employee communications and messaging for best reception and outcome.

VII. LABOR RELATIONS

- A. Work with appropriate division heads and the District's legal counsel to negotiate the SEIU Local 73 labor contract representing up to (30) golf course maintenance staff.

VIII. PERFORMANCE MANAGEMENT

- A. Oversee the District's annual performance evaluation system.
- B. Establish timeline for completion and provide training to managers and supervisors; ensure completed evaluations uploaded into HRIS.
- C. Review and revise the system as needed to ensure system remains relevant to organizational goals and culture.

IX. DISCIPLINARY ACTIONS & TERMINATIONS

- A. Work with frontline managers and supervisors and approve all formal disciplinary actions and terminations to ensure consistent application of District policies, conduct employee advocacy as necessary, and to minimize risk to the District.

X. POLICIES & PROCEDURES

- A. Oversee and interpret all employee policies/manuals, HR procedures, and collective bargaining agreements.
- B. Review and revise policies on a regular basis, not only to ensure legal compliance but also to ensure the District's policies reflect the desired culture and remain competitive in the hiring marketplace.
- C. Provide communication and training on any changes or updates to policies or procedures.

XI. LEGAL COMPLIANCE

- A. Ensure overall District compliance with all applicable employment-related laws, rules, and legislation, including but not limited to:
 - 1. Child labor laws
 - 2. Minimum wage and overtime laws
 - 3. Exempt vs non-exempt job classifications (US DOL rules)
 - 4. Work eligibility and authorization laws (Federal Form I-9)
 - 5. Work scheduling laws (ODRISA)
 - 6. Wage payment laws (IWPCA)
 - 7. Reporting requirements (Affordable Care Act, EEO-4, OSHA 300)
 - 8. Protected leaves of absence (FMLA, ADA, VESSA, Military LOAs)
 - 9. Anti-discrimination laws (EEOC)
 - 10. Harassment-free workplace laws (EEOC)
 - 11. Workplace accommodation laws (ADA)
 - 12. COBRA and other benefit continuation laws
 - 13. Workers compensation
 - 14. Unemployment compensation
 - 15. Required legal postings
 - 16. Illinois Park District Code (criminal background checks through ISP, convictions that disqualify from employment, etc.)
 - 17. Records Retention Act

XII. HEALTH & SAFETY

- A. Actively participate in the Health & Safety Committee (HSC).
- B. Review and revise employee safety policies.
- C. Monitor employee accidents and injuries. Communicate to supervisors, track and monitor.
- D. Follow-up on employee injuries and work closely with worker's compensation vendor.

XIII. STRATEGY & PLANNING

- A. Provide a strategic human resource perspective and focus for the District.
- B. Serve as an internal consultant regarding human resource issues.
- C. Prepare written and verbal reports for various committees, groups, and the District Board as requested by the Executive Director. This includes attendance at meetings and ability to explain information in an understandable manner.

XIV. BUDGET

- A. Formulate the annual budget for the HR Department and monitor and approve expenditures.

18.4 SWOT ANALYSIS

I. STRENGTHS

- A. Our HRIS continues to be a great resource for us:
 - 1. Recruiting – automatic free posts to external job boards.
 - 2. New Hire Paperwork – fully automated
 - 3. Training Programs – easy to create, launch and track
 - 4. Employee Communication – easy to use
- B. Support from Executive Director and Board of Park Commissioners.
- C. Excellent collaboration with other department heads and supervisors.
- D. Excellent resources, such budget and memberships.
- E. At least two all FT staff meetings each year provide a venue for training & communicating employment-related information.

II. **WEAKNESSES**

- A. The HR department now consists of new and less tenured staff after turnover experienced in 2024.
 - 1. The HR department is in a transitional phase with several new team members stepping into key roles. While this provides an opportunity to build fresh momentum and strengthen systems, it also creates short-term challenges due to limited tenure and recent role changes within the team.
- B. Due to the nature of parks and recreation, we are unable to offer flexible work arrangements, such as work-from-home.

III. **OPPORTUNITIES**

- A. Universally appealing mission of the organization attracts wide variety of jobseekers.
- B. Schaumburg's geographic location is easy to access and attracts candidates from all directions (north, south, east, and west).
- C. HR Source membership provides resources to HR staff to stay current in the field.
- D. PDRMA membership provides resources to HR staff to stay current in the field.
- E. HS School District 211 – excellent recruiting source (including annual job fair for graduating seniors).
- F. Harper College & other local community colleges – excellent recruiting source.
- G. Virtual meeting platforms (such as Zoom, Microsoft Teams, etc.) improve ability to conduct interviews.
- H. Virtual meeting platforms also improve our ability to conduct staff meetings, staff trainings, and communicate information to staff (live or recorded).

IV. **THREATS**

- A. Fear of Artificial Intelligence displacing workers within the HR community.
- B. Rapidly changing legislation requires HR staff to devote time to staying abreast of new requirements and ensure compliance.
- C. Demand for flexible work arrangements
- D. Demand for higher wages

- E. Demand for paid leave for part-time employees.
- F. Isolation from pandemic and technology negatively impacting the social skills of young adults at a time when we need outgoing, friendly, conversational staff.
- G. Mental health issues in the workplace (depression, anxiety, etc.) contributing to increase in absenteeism, increased interpersonal conflicts in the workplace and diminishing optimal performance.
- H. Anticipated increase in healthcare costs.

18.5 TRENDS

- I. Highest anticipated increase in healthcare costs in 15 years. Healthcare costs are expected to increase by 6.5% on average per employee in 2026 due to higher utilization of services and the availability of advanced treatments (i.e. cancer treatments, weight-loss drugs, etc.). This trend is working against us as it means we will need to increase our employees' premiums or switch providers.
- II. Upcoming labor shortage and mismatch between skills and market demand. More people are reaching retirement age and are exiting the workforce faster than people are entering the workforce, creating a general shortage of workers. Additionally, obtaining higher education after high school has been a trend, with about two-thirds of graduating high school students enrolling in college after graduation. Less people are entering industries that don't require an education or those that require other specialized training. This trend brings both challenges and opportunities, as SPD may struggle to fill skilled trade positions in the future while also having a stronger applicant base for positions that require a degree.
- III. Continued demand for flexible work arrangements. Rise of gig worker economy. Following the COVID-19 pandemic, most offices were closed, and office staff were set up with work-from-home arrangements. While this model may work well for office workers, it does not work for parks and recreation, so this trend is working against us. Further, it is projected that by 2027, more than half of the United States workforce will be made up of gig workers who reject commuting to work for a 9-5 job. (Source: Inc.com article [CLICK HERE](#)).
- IV. Labor force participation is increasing amongst those who are 65 and older. More people who are 65 and older are continuing to participate in the workforce. This trend is expected to increase in the coming years and is largely due to the need for retirees to secure an additional income. However, some choose to work after retirement for personal reasons, such as being a part of the community. This trend is an opportunity for SPD, as older individuals can be a source of talent to draw from to fill open positions, particularly part-time positions. However, it should be noted that older individuals may be limited to work that is less physically demanding, such as front-desk, bus driver, and concession positions.

- V. The rise in caregiving duties and its impact on employee well-being. More people have caregiving responsibilities than ever before (about 73% of all employees) and that's expected to increase due to the large aging population. Caregiving responsibilities can often be a huge source of stress and can negatively affect well-being. This translates into other issues in the workplace, such as lower productivity, burnout, low morale and potential turnover of over-burdened employees. This trend is working against us, however SPD does have some advantages already, such as providing childcare options for full-time employees (KASPER program, preschool). However, SPD may struggle to provide a flexible schedule caregivers often need, especially when caring for aging parents.
- VI. Differing attitudes about AI usage in the recruiting process. AI in recruiting is the norm for most US companies, and it must be acknowledged. It's shown that two-thirds of job candidates use AI while applying for jobs, whether that be to write a resume or cover letter, practice for an interview, or more. Additionally, the majority of employers have adopted AI in the recruitment process because of its efficiency and cost-effectiveness. However, there is a sense of mistrust between job candidates and employers due to how AI is being used in recruiting. Job candidates feel that they must "play the game" and use AI to secure employment since they assume companies are also using AI to process their application. This is an opportunity and a challenge for SPD. Since SPD does not use AI in the recruiting process, we may be attractive to candidates who distrust AI. However, since SPD has not specified its AI usage in recruiting, candidates may assume we use it and may "play the game" and use AI in their application. Additionally, SPD can assume most applicants are using AI in their applications and should consider how that impacts the selection process.
- VII. Junior college. Due to the skyrocketing costs of 4-year colleges and universities, many high school students are knocking out general education requirements at local junior colleges. Harper College, with its enrollment of roughly 15,000 students, is keeping a large number of young adults in the Schaumburg-area for another 1-2 years post high-school. This trend is to our advantage as junior college students typically have a need to work, their own means of transportation and broader availability for scheduling (daytime, early morning, late night).

18.6 INITIATIVES

I. CUSTOMER SATISFACTION

- A. We will support district-wide hiring initiatives to ensure the selection of new employees who are well-suited for their roles.
- B. We will collaborate on customer service training for all staff.

II. FINANCIAL SUSTAINABILITY

- A. We will conduct a comprehensive review and revise the full-time salary structure.
- B. We will oversee the full-time merit increase budget and process.

- C. We will review and revise the part-time wage scale.
- D. We will ensure compliance with the Illinois minimum wage and address internal equity issues, such as recognizing hierarchical positions and rewarding good performers.
- E. We will manage the HR department budget efficiently.

III. OPERATIONAL EXCELLENCE

- A. We will prioritize training and development opportunities for HR staff members newly in their roles to enhance their proficiency in the job.
- B. We will streamline HR department processes and procedures to optimize efficiency and effectiveness.
- C. We will utilize the full potential of our Human Resource Information Systems to improve operational efficiency, enhance employee self-service options and provide clear employment information.
- D. We will enhance the training offered to supervisors to strengthen their management and HR skills.
- E. We will collaborate with Park District leadership on succession planning initiatives to prepare staff for future responsibilities and roles.
- F. We will strengthen support for recruiting efforts through the creation of a dedicated task force, regular hiring events, and effective candidate screening for full-time vacancies.
- G. We will evaluate and update the Health & Safety Program to ensure its alignment with current best practices and regulations.
- H. We will strengthen the administration and compliance of our CDL program to ensure its effectiveness.

IV. EMPLOYEE DEVELOPMENT AND ENGAGEMENT

- A. We will prioritize training and development for HR staff members who are new to their roles.
- B. We will boost supervisor training in management and HR topics.
- C. We will collaborate on customer service training.
- D. We will provide sexual harassment prevention training (mandated by law annually).
- E. We will provide mandated reporter training (mandated by law every 3 years).
- F. We will deliver strategic safety training programs and communications effectively.
- G. We will maintain defensive driving programs for CDL and non-CDL drivers.
- H. We will ensure compliance with training programs required for continued accreditation.
- I. We will evaluate employee recognition programs for maximum engagement.

SECTION 19.0 – CAPITAL IMPROVEMENT PLAN

The Capital Plan presents projects and major equipment purchases planned for the upcoming fiscal year. Items range from major renovations of existing facilities to purchases of replacement maintenance vehicle. Capital plans are funded almost entirely by the issuance of bonds to cover a given year's capital needs. Both staff and the Board meet at least annually to evaluate and prepare the following year's plan.

The plan for the years 2025-2028 will be presented in December's Board Staff Seminar and adopted at the March 2026 Board meeting.