



PARK DISTRICT of OAK PARK

Due to the Coronavirus outbreak, the State of Illinois enacted amendments to the Open Meeting Act that authorize public bodies to host public meetings virtually in the event of a declaration of a disaster. Park District Board President Lentz has determined that an in-person meeting of the Park District of Oak Park's Committee of the Whole Meeting scheduled for Thursday, March 4, 2021, is not practicable or prudent. Accordingly, the meeting will take place via Zoom, *not* on site at the Hedges Administrative Center, 218 Madison Street, at 7:30pm.

PARK DISTRICT OF OAK PARK Committee of the Whole Meeting Zoom Meeting

<https://us02web.zoom.us/j/82143384199?pwd=RIExUjBQVTFsQ1NGRlpybFEhTjc1dz09>

**Thursday, March 4, 2021
Directly Following the Continued Board Meeting**

AGENDA

- I. Call to Order/Roll Call**
- II. Public Comment**
- III. Recreation and Facility Program Committee – Commissioner Wollmuth**
- IV. Parks and Planning Committee – Commissioner Wick**
 - A. IPRA Environmental Report Card***
 - B. Environmental Sustainability Advisory Committee Annual Report Update**
 - C. FOPCON Annual Report Update***
 - D. Oak Park Conservatory Annual Report***
- V. Administration and Finance Committee – Commissioner Porreca**
 - A. Community Solar Contract***
- VI. New Business**
- VII. Closed Session**

Motion to convene into closed session for the discussion of performance of a specific employee of the District.
- VIII. Adjournment**

* Indicates information attached.

** Indicates information to be provided before or at the meeting.

Update indicates verbal report provided at meeting no materials attached

The Park District of Oak Park welcomes the opportunity to assist residents and visitors with disabilities. If you need special accommodations for this meeting, please call (708) 725-2000 or via email at Karen.Gruszka@pdop.org.



Memo

To: David Wick, Chair, Parks and Planning Committee
Park Board of Commissioners

From: Patti Staley, Director of Horticulture/Oak Park Conservatory

CC: Jan Arnold, Executive Director

Date: February 10, 2021

Re: IPRA Environmental Report Card 2021



Statement

Staff has prepared the 2021 IPRA Environmental Report Card for the Park District of Oak Park.

Discussion

The IPRA Environmental Report Card was created by the IPRA Environmental Committee to help park agencies across Illinois assess their environmental impact and stewardship. Staff use this report card to work within our agency to assess the sustainability of our operations and policies.

Our score for the 2021 Environmental Report Card is a grand total of 202 points with a 90% score. The last report in 2019, received a total of 181 points with a 90% score.

Staff have identified some opportunities to continue to make improvements to include:

- Staff orientation/training regarding agency's environmental policy/plan
- Alternative fuel/hybrid vehicles when replacing or purchasing fleet
- Permeable pavement
- Ask bidders to provide a Statement of Sustainability
- Limit the use of refueling during ozone action days or when Air Quality Index exceeds 100
- Proactively educating residents regarding wildlife issues and way to avoid conflicts
- Clearly communicating waste reduction and recycling at programs, events, rentals, and with contracted vendors and program participants
- Clearly communicate energy conservation expectations to rentals, special events, program participants, contracted vendors & program instructors

Conclusion

Overall, the Park District of Oak Park scores highly in its environmental stewardship efforts. We are earmarked as an agency that is an environmental leader in the field with reason to be proud.

Staff continually looks at ways to improve our impact on the environment with everything that we do.

Attached: IPRA Environmental Report Card



Introduction to IPRA's Environmental Report Card



Thank you for taking an interest in the Illinois Park and Recreation Association's (IPRA) Environmental Report Card. The Report Card was created by the Environmental Committee to help park agencies across Illinois assess their environmental impact and stewardship.

As park agencies, we often are the first responders of sustainability, managing green space and natural areas within our communities. Managing these resources and greening our operations is important to ensure we are good stewards of the environment. This Report Card can help!

Use the Report Card to work within your organization and assess the sustainability of your operations and policies—i.e., how 'green' are you? Find out what you are doing, what you are not doing, and most importantly what you can do in the future. There may be multiple departments within your organization that will need to give input. Ideally, one staff person should coordinate filling in the Report Card with other staff assisting. Separate the Report Card into its seven sections, and give each section to the appropriate staff that supervise the area(s) that relate to their section.

Get input from your organization's leadership team or board members, and explain the benefits of collecting this data using the Report Card. You can't manage what you can't measure, and this Report Card will help you assess your environmental impact. It will help you quantify environmental initiatives or green practices that may be important when applying for grant funding. And it can help identify areas for further assessment that impact your organization's budget such as energy efficiency improvements.

Completion of the Environmental Report Card is one of the requirements an agency needs to meet when applying for IPRA's Distinguished Park and Recreation Accreditation. The Environmental Committee's recommendation to agencies that have utilized the first Report Card (developed in 2006) is to continue using it when it comes time to reevaluate your management and operations. This way you are comparing apples to apples in assessing your improvement. If your agency wants to use Report Card II, utilize it as a secondary evaluative tool instead. Because it is more detailed and digs deeper into your sustainability practices, it is useful but does not compare well to the first Report Card. The second Report Card's purpose is similar to Report Card I in that it is meant for agencies to use who have not assessed themselves yet.

Once you have completed the Report Card, you have taken a great step to benchmark your agency for future progress. Know that you are not alone! The IPRA Environmental Committee meets monthly and is comprised of dedicated green-minded professionals from a variety of park agencies. Let us know how we can help or how you want to get involved.

The Environmental Committee can be reached through the IPRA website: <http://www.ilipra.org>

Good luck!

Report Card History

There are now three versions of the Report Card. The first Report Card was developed in 2006 in response to IPRA members asking whether there was a tool available so agencies could evaluate their management and operations in relation to environmental protection. Report Card I provides a general scoring and grading system out of a total of 100 possible points to help agencies better assess their strengths and weaknesses.

The second and third Report Cards, developed in 2011 and 2016, are updated versions as new tools and information developed in sustainability efforts. There are more possibilities to consider when answering the questions in each successive revision. As a result, versions II and III provide a more nuanced picture of an agency's sustainability efforts. Because the total possible points are more than 100, the scoring system changed to percentages rather than points. The grading system to assess your agency is still the same.

Environmental Report Card III
For Park & Recreation Agencies
Revised January 19, 2017

INSTRUCTIONS: This is a self-evaluative tool. Please look over each category and determine who within the agency would best be able to answer the questions related to that category. Some questions are repeated in different sections. All questions require a simple "YES" or "NO" response. All "YES" responses receive 1 point, unless indicated at the end of the question. A "NO" response receives no points on that question. A "N/A" response receives no points on that question and does not affect your total points because the question does not pertain to your agency or its practices (i.e. Special Recreation Associations filling out the evaluative report card). Tally up total points earned against total points possible for each section with out the "N/A" questions.

GENERAL		YES	NO	N/A	POINTS
1.	Does your agency have an environmental policy/plan or guidelines that help it become more environmentally responsible? (2 points)	<input checked="" type="checkbox"/>			2
	a. Is this policy/plan or set of guidelines/initiatives approved by the board? If you answer YES to item 1a, proceed to questions 2, 3 and 5. If you answer NO, proceed to questions 4 and 5.	<input checked="" type="checkbox"/>			1
2.	Do full time and/or part time staff members receive an orientation and/or training in regard to your agency's environmental policy/plan?	<input checked="" type="checkbox"/>			1
3.	Has your agency established a staff-led Environmental Committee or 'Green Team' to encourage implementation of environmental efforts by all staff?	<input checked="" type="checkbox"/>			1
	a. Does your Environmental Committee or 'Green Team' review and update board-approved policies/initiatives?	<input checked="" type="checkbox"/>			1
4.	Does your agency have a staff led Environmental Committee or 'Green Team' to encourage implementation of environmental efforts by all staff?				0
5.	Does your agency make (or has your agency made) use of IPRA's Model Environmental Policy and/or Environmental Toolkit?	<input checked="" type="checkbox"/>			1

TOTAL POINTS 7

ADMINISTRATION AND FINANCE		YES	NO	N/A	POINTS
1.	Does your agency dedicate funds in its annual operations budget to support achievement of environmental goals? (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>			
	Recycling		<input checked="" type="checkbox"/>		
	Energy Audits		<input checked="" type="checkbox"/>		
	Natural Areas Maintenance/Management		<input checked="" type="checkbox"/>		
	Natural Areas Restoration/Re-creation				
	Native Landscaping		<input checked="" type="checkbox"/>		
	Storm Water Best Management Practices		<input checked="" type="checkbox"/>		
	Environmentally Friendly Purchasing		<input checked="" type="checkbox"/>		
	Alternative Fuel and/or Hybrid Vehicles				
	Energy Conservation		<input checked="" type="checkbox"/>		
	Other: Please List				
	TOTAL NUMBER CHECKED			5 <input checked="" type="checkbox"/>	

ADMINISTRATION AND FINANCE CONTINUED		YES	NO	N/A	POINTS
2.	In the last 5 years, has your agency dedicated capital funding towards environmental initiatives? (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>			
	Natural Area Restoration/Re-creation		<input checked="" type="checkbox"/>		
	Natural Area Public Access		<input checked="" type="checkbox"/>		
	Nature Program Facilities		<input checked="" type="checkbox"/>		
	Energy Conservation (ex: lighting, heating/cooling efficiency upgrades)		<input checked="" type="checkbox"/>		
	Permeable Pavement		<input type="checkbox"/>		
	Rain Gardens		<input checked="" type="checkbox"/>		
	Bio-Swales		<input checked="" type="checkbox"/>		
	Alternative Energy Systems		<input checked="" type="checkbox"/>		
	Other: Please List		<input type="checkbox"/>		
	TOTAL NUMBER CHECKED			5	<input type="checkbox"/>
		YES	NO	N/A	POINTS
3.	In the past 5 years, has your agency applied for grants to fund environmental goals/initiatives (i.e. recycling, environmental education, natural areas restoration, natural areas acquisition, alternative fuel use, energy conservation, etc.)?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
4.	Does your agency use a set of guidelines (EPA's Environmentally Preferred Products {EPP} program, Green Seal.org or similar) to assist in purchasing decisions of environmentally preferred products and services?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
5.	Does your agency make conscious efforts within all departments or have written criteria to purchase products that include the following. (1 point for each checked below, with a maximum of 5 points) check all that apply	<input checked="" type="checkbox"/>			
	Minimal Packaging		<input type="checkbox"/>		
	Recycled and Recyclable Content		<input checked="" type="checkbox"/>		
	Renewable Resource Content		<input checked="" type="checkbox"/>		
	Minimum 30% Post Consumer Materials		<input checked="" type="checkbox"/>		
	Energy Star Rated Appliances		<input checked="" type="checkbox"/>		
	Low VOC Furnishings, Paints, etc		<input checked="" type="checkbox"/>		
	Low Toxicity Cleaning products		<input checked="" type="checkbox"/>		
	Locally Produced Materials/Products		<input checked="" type="checkbox"/>		
	Other: Please List		<input type="checkbox"/>		
	TOTAL NUMBER CHECKED			5	<input type="checkbox"/>

ADMINISTRATION AND FINANCE CONTINUED		YES	NO	N/A	POINTS
6.	Does your agency seek to identify and purchase from vendors of environmentally friendly products through the US Communities or similar program? (2 points)	<input checked="" type="checkbox"/>			2
		YES	NO	N/A	POINTS
7.	When seeking proposals for professional services, does your agency request environmental references/qualifications as part of the RFP process (i.e. is the firm to be selected 'green,' or if an A/E or LA firm do they have LEED AP's on staff)?	<input checked="" type="checkbox"/>			1
	a. Does your agency ask bidders to provide a Statement of Sustainability to ensure bidders are also incorporating sustainability into their firm's practices, policies and procedures related to waste minimization, energy efficiency, water efficiency, staff and education.		<input checked="" type="checkbox"/>		0
		YES	NO	N/A	POINTS
8.	Are procedures in place to measure the impacts of environmental goals/initiatives? (e.g. cost savings, energy savings, waste reduction)	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
9.	Does your agency collaborate with other agencies/organizations on environmental efforts?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
10.	Does your agency promote public awareness of its sustainability efforts?	<input checked="" type="checkbox"/>			1

TOTAL POINTS 23

FACILITY MANAGEMENT & MAINTENANCE		YES	NO	N/A	POINTS
1.	Does your agency provide opportunities for staff to recycle waste products in office areas, lunchrooms, work areas, etc.?	<input checked="" type="checkbox"/>			1
	a. Are staff encouraged to recycle via policies, training, memoranda and notices?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
2.	Does your agency provide opportunities for patrons to recycle waste products in public areas including lobbies, classrooms, facilities, etc.?	<input checked="" type="checkbox"/>			1
	a. Are patrons encouraged to recycle via education, policies, promotion and signage?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
3.	Are recycling containers paired with waste containers, visibly well marked and easy to locate?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
4.	Are outside concessionaires required to minimize the use of disposable products? (2 points) (e.g. use of bio-compostable utensils, serving items, containers or packaging, reusable utensils or beverage containers)	<input checked="" type="checkbox"/>			2
	a. Are outside concessionaires required to offer recycling for patrons?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
5.	Does your agency encourage the use of electronic communication to conserve paper?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
6.	Is staff encouraged to use duplexing or double-sided copying of documents?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
7.	When contracting printing vendors or purchasing from vendors, does your agency specify:				3
	a. Paper for printing needs that is free of chlorine-bleaching in its manufacturing?	<input checked="" type="checkbox"/>			
	b. Paper that contains 30% or more post consumer recycled content?	<input checked="" type="checkbox"/>			
	c. Other: Please List	<input checked="" type="checkbox"/>			
		YES	NO	N/A	POINTS
8.	Do restrooms and locker rooms have water saving devices (low flow showers and toilets, and motion activated faucets)? Check only one.				3
	a. Are at least 50% of fixtures low flow or motion activated?				
	b. Are at least 75% of fixtures low flow or motion activated?	<input checked="" type="checkbox"/>			
	c. Are 100% of fixtures low flow or motion activated				
		YES	NO	N/A	POINTS
9.	Do restrooms and locker rooms have hand dryers in lieu of paper towels?	<input checked="" type="checkbox"/>			1
	a. Do 100% of your restrooms/locker rooms have hand dryers?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
10.	Does your agency conduct energy audits?	<input checked="" type="checkbox"/>			1
	a. Following audits, does your agency make changes?	<input checked="" type="checkbox"/>			1
	b. After making changes, does your agency record differences in impact?	<input checked="" type="checkbox"/>			1

FACILITY MANAGEMENT & MAINTENANCE CONTINUED		YES	NO	N/A	POINTS
11.	Is energy-efficient lighting used (compact fluorescents, T-8 fluorescents or LEDs)?	<input checked="" type="checkbox"/>			1
	a. Are 100% of new or replacement lighting needs energy-efficient?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
12.	Are lights, fans or other electric devices where appropriate, on motion activated occupancy sensors or timers?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
13.	Are staff instructed to turn off all electronics and unplug charging devices at the end of the day?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
14.	Is energy efficiency included as a specification when purchasing/replacing major appliances (i.e. EPA Energy Star rating)?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
15.	Are hot water heaters and hot water pipes insulated?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
16.	Are on-demand/tankless hot water heaters utilized where appropriate?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
17.	Do facility HVAC systems included energy-saving features such as min./max. settings to reduce use during down time, interior recycling, regular cleaning and efficiency inspections, etc.?	<input checked="" type="checkbox"/>			1
	a. Are particulate filters (with MERV8 rating or better) used in HVAC systems?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
18.	Does your agency promote the use of environmentally-friendly, low toxicity and/or fragrance free cleaning products that meet Green Seal, LEED or other standards? (2 points)	<input checked="" type="checkbox"/>			2
		YES	NO	N/A	POINTS
19.	Does your agency seek to minimize the use of petroleum-based cleaners, solvents and inks?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
20.	To improve and protect indoor air quality does your agency seek to purchase low VOCs (volatile organic compounds) products?	<input checked="" type="checkbox"/>			1
	a. Does your agency seek to purchase carpets that meet Carpet and Rug Institute Green Label or other standards?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	0
		YES	NO	N/A	POINTS
21.	Does your agency consider the use of sustainable, reclaimed and/or local materials when remodeling/renovating facilities?	<input checked="" type="checkbox"/>			1
	a. Are building materials removed during remodeling/renovation reclaimed or recycled?	<input checked="" type="checkbox"/>			1

FACILITY MANAGEMENT & MAINTENANCE CONTINUED		YES	NO	N/A	POINTS
22.	Does your agency properly dispose of/recycle any of the following per Material Safety Data Sheets (MSDS) or manufacturer's labels? (1 point for each checked below, with a maximum of 5 points) check all that apply	<input checked="" type="checkbox"/>			
	Energy Efficient Lighting		<input checked="" type="checkbox"/>		
	Batteries		<input checked="" type="checkbox"/>		
	Electronics		<input checked="" type="checkbox"/>		
	Ink and Toner Cartridges		<input checked="" type="checkbox"/>		
	Paints		<input checked="" type="checkbox"/>		
	Cleaning Products		<input checked="" type="checkbox"/>		
	Other: Please List		<input type="checkbox"/>		
	TOTAL NUMBER CHECKED			5	
		YES	NO	N/A	POINTS
23.	Does your agency have an integrated pest management program in place to reduce the use of toxic pesticides within facilities? (2 points)	<input checked="" type="checkbox"/>			2
		YES	NO	N/A	POINTS
24.	Does your agency make use of alternative energy systems to provide energy and/or conserve energy, such as passive or active solar systems, wind energy, or geo-thermal energy at any of your facilities? (1 point for each checked below, with a maximum of 5 points) check all that apply	<input checked="" type="checkbox"/>			
	Passive Solar		<input checked="" type="checkbox"/>		
	Active Solar		<input checked="" type="checkbox"/>		
	Wind Energy		<input type="checkbox"/>		
	Geo-Thermal		<input checked="" type="checkbox"/>		
	Green Roof		<input checked="" type="checkbox"/>		
	TOTAL NUMBER CHECKED			4	
		YES	NO	N/A	POINTS
25.	Does your agency actively train and/or support staff training in sustainable management practices (green cleaning, energy efficiency, etc)	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
26.	Does your agency purchase energy through a green energy provider?	<input checked="" type="checkbox"/>			1

TOTAL POINTS

49

FLEET MANAGEMENT AND MAINTENANCE		YES	NO	N/A	POINTS
1.	Does your agency perform regular engine tune-ups and scheduled preventative maintenance of motorized vehicles and equipment?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
2.	If you perform regular maintenance, does your agency recycle and/or properly dispose of all vehicle fluids and engine parts?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
3.	Does your agency properly use, store and dispose of hazardous materials according to Material Safety Data Sheets (MSDS) and/or manufacturers labels, as required by law?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
4.	Does your agency have a safety policy and training procedures in place regarding the handling of hazardous waste?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
5.	Does your agency provide the appropriate work environment with appropriate ventilation and safety gear for employees when handling hazardous materials, as required by law?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
6.	Does your agency have a program to conserve fuel and energy with respect to fleet operations (e.g. mileage/fuel efficiency tracking, no idling policy for staff)?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
7.	Does your agency actively fund or apply for grants that promote and provide the means for the use of clean energy (i.e. bio-diesel, liquid propane/LPG, compressed Natural gas/CN, use of electric utility or golf carts, etc.)? (2 points)	<input checked="" type="checkbox"/>			2
		YES	NO	N/A	POINTS
8.	As part of your Equipment Asset Program, what percentage of your total fleet has been replaced with alternative fuel and/or hybrid vehicles? Check only one.				2
0% - 0 points					
1-10% - 1 point					
11-20% - 2 points		<input checked="" type="checkbox"/>			
21-30% - 3 points					
30-50% - 4 points					
>50% - 5 points					
		YES	NO	N/A	POINTS
9.	Does your agency limit the use and refueling of, or not use at all, gas powered equipment and vehicles during ozone action days or when the Air Quality Index exceeds 100 (orange coded days) or higher?		<input checked="" type="checkbox"/>		0

TOTAL POINTS

10

PARKS & NATURAL RESOURCES MANAGEMENT		YES	NO	N/A	POINTS
1.	Does your agency have natural resource management plans in place for District natural areas?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
2.	Does your agency dedicate funds in its annual operations budget for natural resource best management practices? (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>			
	Restoration of Natural Areas		<input type="checkbox"/>		
	Re-creation of Natural Areas		<input checked="" type="checkbox"/>		
	Control Exotic Species		<input checked="" type="checkbox"/>		
	Increase Biodiversity/Wildlife Habitat		<input checked="" type="checkbox"/>		
	Storm water Best Management Practices (bio-swales, rain gardens, permeable paving)		<input checked="" type="checkbox"/>		
	Improve Water Quality		<input checked="" type="checkbox"/>		
	Bank Stabilization		<input checked="" type="checkbox"/>		
	Sediment & Erosion Control		<input checked="" type="checkbox"/>		
	Integrated Pest Management Program (to reduce pesticide use w/in parks)		<input checked="" type="checkbox"/>		
	Alternative/Biological Pest Control Practices in lieu of traditional chemical solutions		<input checked="" type="checkbox"/>		
	Other: Please List		<input type="checkbox"/>		
	TOTAL NUMBER CHECKED	5 <input type="checkbox"/>			
		YES	NO	N/A	POINTS
3.	Does your agency actively apply for grants to fund natural resource best management practices? (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>			
	Restoration of Natural Areas		<input type="checkbox"/>		
	Re-creation of Natural Areas		<input checked="" type="checkbox"/>		
	Control Exotic Species		<input type="checkbox"/>		
	Increase Biodiversity/Wildlife Habitat		<input checked="" type="checkbox"/>		
	Storm water Best Management Practices (bio-swales, rain gardens, permeable paving)		<input checked="" type="checkbox"/>		
	Improve Water Quality		<input checked="" type="checkbox"/>		
	Bank Stabilization		<input type="checkbox"/>		
	Sediment & Erosion Control		<input checked="" type="checkbox"/>		
	Integrated Pest Management Program (to reduce the use of pesticides w/in parks)		<input type="checkbox"/>		
	Alternative/Biological Pest Control Practices in lieu of traditional chemical solutions		<input type="checkbox"/>		
	Other: Please List		<input type="checkbox"/>		
	TOTAL NUMBER CHECKED	5 <input type="checkbox"/>			
		YES	NO	N/A	POINTS
4.	Does your agency take precautions or protective measures during and after construction/development to protect soils in existing landscapes?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
5.	Does your agency use low environmental impact snow melt products (i.e. beet juice, calcium magnesium acetate)?	<input checked="" type="checkbox"/>			1
	a. If you answered NO, does your agency modify application rates to limit/reduce the impact on surrounding areas?				

PARKS & NATURAL RESOURCES MANAGEMENT CONTINUED		YES	NO	N/A	POINTS
6.	Has your agency phased out the use of coal tar based asphalt sealants and started the use of less toxic eco-friendly alternatives?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
7.	Does your agency try to reduce the use of fertilizers and pesticides in parks by: (1 point for each checked below, with a maximum of 4 points) Check all that apply	<input checked="" type="checkbox"/>			
	Utilization of drought and disease resistant native plant species			<input checked="" type="checkbox"/>	
	Elimination of mowing in some areas			<input checked="" type="checkbox"/>	
	Reduction of the number of applications or using a single-application product			<input checked="" type="checkbox"/>	
	Use of Integrated Pest Management (IPM)			<input checked="" type="checkbox"/>	
	TOTAL NUMBER CHECKED	4			
		YES	NO	N/A	POINTS
8.	Does your agency provide a no-mow buffer of native vegetation around water bodies to: (1 point for each checked below, with a maximum of 3 points) Check all that apply	<input checked="" type="checkbox"/>			
	Reduce Erosion			<input checked="" type="checkbox"/>	
	Reduce Non-Point Source Pollution			<input checked="" type="checkbox"/>	
	Deter Canada Geese			<input checked="" type="checkbox"/>	
	TOTAL NUMBER CHECKED	3			
		YES	NO	N/A	POINTS
9.	Is landscaping around facilities designed with energy conservation in mind? (1 point for each checked below, with a maximum of 4 points) Check all that apply	<input checked="" type="checkbox"/>			
	Windbreaks/buffers			<input checked="" type="checkbox"/>	
	Shade Trees Along Southern Exposures of Buildings			<input checked="" type="checkbox"/>	
	Shade Trees Around Paved Areas			<input checked="" type="checkbox"/>	
	Drought Tolerant Native Plants			<input checked="" type="checkbox"/>	
	TOTAL NUMBER CHECKED	4			
		YES	NO	N/A	POINTS
10.	Does your agency incorporate native plantings into the landscape at: (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>			
	Administrative Offices			<input checked="" type="checkbox"/>	
	Recreational Building Facilities			<input checked="" type="checkbox"/>	
	Aquatic Facilities			<input checked="" type="checkbox"/>	
	Maintenance Facilities			<input checked="" type="checkbox"/>	
	Active Use Park Landscapes (i.e. sign beds, entry areas, parking lot islands, beds around playgrounds and shelters)			<input checked="" type="checkbox"/>	
	Golf Courses			<input type="checkbox"/>	
	TOTAL NUMBER CHECKED	5 <input checked="" type="checkbox"/>			
		YES	NO	N/A	POINTS
11.	Does your agency post no idling signage in designated areas for frequently used drop off & pick up areas for program participants?			<input checked="" type="checkbox"/>	0
		YES	NO	N/A	POINTS
12.	Is your agency responsive to private landowner activities that impact your agency's natural resource best management practices? (1 point for each checked below, with a maximum of 3 points) Check all that apply.	<input checked="" type="checkbox"/>			
	Encroachment			<input checked="" type="checkbox"/>	
	Illegal Dumping			<input checked="" type="checkbox"/>	
	Other: Please List <small>Post educational signage in natural areas. Posts no bike-riding through rain gardens & bioswales.</small>			<input checked="" type="checkbox"/>	
	TOTAL NUMBER CHECKED	3			

PARKS & NATURAL RESOURCES MANAGEMENT CONTINUED		YES	NO	N/A	POINTS
13.	Does your agency properly dispose of any of the following per Material Safety Data Sheets (MSDS), manufacturer's labels or other authority's regulations? (1 point for each checked, with a maximum of 5 points) Check all that apply.	<input checked="" type="checkbox"/>			
	Fertilizers		<input checked="" type="checkbox"/>		
	Pesticides		<input checked="" type="checkbox"/>		
	Excavated material		<input checked="" type="checkbox"/>		
	Construction material		<input checked="" type="checkbox"/>		
	Other hazardous materials: Please List paints & stains		<input checked="" type="checkbox"/>		
	TOTAL NUMBER CHECKED	5			
		YES	NO	N/A	POINTS
14.	Does your agency distribute/have available resources to explain natural resource best management practices?	<input checked="" type="checkbox"/>			1

TOTAL POINTS 39

PLANNING & OPEN SPACE PRESERVATION		YES	NO	N/A	POINTS
1.	Does your agency seek to acquire any of the following types of natural resource areas? (1 point for each checked below, with a maximum of 5 points) check all that apply		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Remnant Prairies				
	Wetlands				
	Rivers, Streams, Tributaries				
	Ponds/Lakes				
	Floodplains				
	Greenways/Corridors				
	Woodlands				
	Other: Please List				
	TOTAL NUMBER CHECKED				
		YES	NO	N/A	POINTS
2.	For the above natural resource areas checked, are they identified to be acquired for any of the following reasons? (1 point for each checked below, with a maximum of 5 points) check all that apply			<input checked="" type="checkbox"/>	
	Protect/Provide Habitats				
	Increase Biodiversity				
	Improve Water Quality				
	Control Exotic Species				
	Erosion Control				
	Other: Please List				
	TOTAL NUMBER CHECKED				
		YES	NO	N/A	POINTS
3.	Does your agency include natural resource best management practices when developing plans for park property? (1 point for each checked below, w/ a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>			
	Restoration of Natural Areas		<input type="checkbox"/>		
	Re-creation of Natural Areas		<input checked="" type="checkbox"/>		
	Control Invasive Species		<input checked="" type="checkbox"/>		
	Increase Biodiversity/Wildlife Habitat		<input checked="" type="checkbox"/>		
	Native Landscaping		<input checked="" type="checkbox"/>		
	Storm water Best Management Practices (bio-swales, rain gardens, permeable paving)		<input checked="" type="checkbox"/>		
	Improve Water Quality		<input checked="" type="checkbox"/>		
	Proscribed Burning		<input checked="" type="checkbox"/>		
	Bank Stabilization		<input type="checkbox"/>		
	Sediment & Erosion Control		<input checked="" type="checkbox"/>		
	Other: Please List		<input type="checkbox"/>		
	TOTAL NUMBER CHECKED		5	<input checked="" type="checkbox"/>	

PLANNING & OPEN SPACE PRESERVATION CONTINUED		YES	NO	N/A	POINTS
4.	Does your agency actively apply for grants to fund natural resource best management practices and projects? (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Restoration of Natural Areas		<input type="checkbox"/>		
	Re-creation of Natural Areas		<input checked="" type="checkbox"/>		
	Control Invasive Species		<input checked="" type="checkbox"/>		
	Increase Biodiversity/Wildlife Habitat		<input checked="" type="checkbox"/>		
	Native Landscaping		<input checked="" type="checkbox"/>		
	Storm water Best Management Practices (bio-swales, rain gardens, permeable paving)		<input checked="" type="checkbox"/>		
	Improve Water Quality		<input type="checkbox"/>		
	Proscribed Burning		<input type="checkbox"/>		
	Bank Stabilization		<input type="checkbox"/>		
	Sediment & Erosion Control		<input type="checkbox"/>		
	Other: Please List		<input type="checkbox"/>		
	TOTAL NUMBER CHECKED		5	<input checked="" type="checkbox"/>	
		YES	NO	N/A	POINTS
5.	Does your agency provide access for the public to recreate in natural/preserved areas by means of (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Boardwalks		<input checked="" type="checkbox"/>		
	Trails		<input checked="" type="checkbox"/>		
	Fishing Piers		<input checked="" type="checkbox"/>		
	Viewing Platforms		<input checked="" type="checkbox"/>		
	Canoe/kayak launches		<input checked="" type="checkbox"/>		
	Other: Please List		<input type="checkbox"/>		
	TOTAL NUMBER CHECKED		5	<input checked="" type="checkbox"/>	
		YES	NO	N/A	POINTS
6.	Does your agency increase public awareness of natural/preserved areas with: (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Interpretive Signs		<input checked="" type="checkbox"/>		
	Educational Brochures/Pamphlets		<input checked="" type="checkbox"/>		
	Educational Posters		<input type="checkbox"/>		
	Agency Program Brochure		<input checked="" type="checkbox"/>		
	Website		<input checked="" type="checkbox"/>		
	Events/Programs		<input checked="" type="checkbox"/>		
	Public Meetings		<input type="checkbox"/>		
	Other: Please List		<input type="checkbox"/>		
	TOTAL NUMBER CHECKED		5	<input checked="" type="checkbox"/>	

PLANNING & OPEN SPACE PRESERVATION CONTINUED		YES	NO	N/A	POINTS
7.	Does your agency create/maintain relationships with any of the following to ensure community-supported protection of open spaces: (1 point for each checked below, with a maximum of 4 points) Check all that apply	<input checked="" type="checkbox"/>			
	Other Government Agencies		<input checked="" type="checkbox"/>		
	Not-for-Profit Organizations		<input checked="" type="checkbox"/>		
	Private Landowners		<input checked="" type="checkbox"/>		
	Other: Please List Faith based organizations - Interfaith Green Network		<input checked="" type="checkbox"/>		
	TOTAL NUMBER CHECKED	4			
		YES	NO	N/A	POINTS
8.	Does your agency partner with organizations and/or local developers in order to provide information on living around natural resource areas or manmade detention/retention sites?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
9.	Does your agency's planning and maintenance departments work together to incorporate natural resource best management practices into traditional park and building facility site plans?	<input checked="" type="checkbox"/>			1

TOTAL POINTS

26

PROGRAMMING		YES	NO	N/A	POINTS
1.	Does your agency own and operate a nature center?	<input checked="" type="checkbox"/>			1
	a. If you answered NO, does your agency provide on-going nature education or nature interpretive programming?				
		YES	NO	N/A	POINTS
2.	Does your agency partner to provide nature programming (e.g. Audubon Society, local garden clubs, Master Gardeners, conservation organizations, soil and water conservation districts, extension services, etc.)	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
3.	Does your agency provide programs regarding sustainable living (e.g. native or organic gardening, low environmental impact, composting, bee keeping)	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
4.	Does your agency proactively educate residents regarding wildlife issues and ways to avoid conflicts?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
5.	Does your agency inform the community of sustainable landscape options that would help resolve issues? (i.e. algal blooms in ponds and excessive goose droppings on lawns)	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
6.	Do staff members consider any of the following "green" criteria when preparing for programs and purchasing program supplies? (1 point for each checked below, with a maximum of 5 points) Check all that apply.	<input checked="" type="checkbox"/>			
	Minimal Packaging				
	Recycled and Recyclable Content		<input checked="" type="checkbox"/>		
	Renewable Resource Content		<input checked="" type="checkbox"/>		
	Minimum 30% Post Consumer Materials		<input checked="" type="checkbox"/>		
	Low VOC Furnishings, Paints, etc.		<input checked="" type="checkbox"/>		
	Low Toxicity Cleaning Products		<input checked="" type="checkbox"/>		
	Locally Produced Materials/Products		<input checked="" type="checkbox"/>		
	Other: Please List				
	TOTAL NUMBER CHECKED			5	<input checked="" type="checkbox"/>
		YES	NO	N/A	POINTS
7.	Does your agency clearly communicate its waste reduction and recycling expectations for: (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>			
	Facility Rentals			<input checked="" type="checkbox"/>	
	Special Events			<input checked="" type="checkbox"/>	
	Program Participants			<input checked="" type="checkbox"/>	
	Contracted Vendors / Program Instructors			<input checked="" type="checkbox"/>	
	Other: Please List			<input checked="" type="checkbox"/>	
	TOTAL NUMBER CHECKED			5	

Check this box to clear this page

PROGRAMMING CONTINUED		YES	NO	N/A	POINTS
8.	Does your agency have and/or support a volunteer program to aid in the following? (1 point for each checked below, with a maximum of 3 points) Check all that apply.	<input checked="" type="checkbox"/>			
	Land Stewardship		<input checked="" type="checkbox"/>		
	Environmental Education		<input checked="" type="checkbox"/>		
	Other: Please List Public outreach/input ESAC		<input checked="" type="checkbox"/>		
	TOTAL NUMBER CHECKED	3			
		YES	NO	N/A	POINTS
9.	Are program staff provided training and encouragement from supervisors in energy and resource conservation (e.g. thermostat settings, lights, recycling, etc.)?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
10.	Does your agency actively fund and/or apply for grants to support: (1 point for each checked below, with a maximum of 4 points) Check all that apply	<input checked="" type="checkbox"/>			
	Environmental Programs		<input checked="" type="checkbox"/>		
	Interpretive Initiatives (i.e. signage, brochures, displays, etc.)		<input checked="" type="checkbox"/>		
	Nature Play Areas		<input checked="" type="checkbox"/>		
	Other: Please List		<input checked="" type="checkbox"/>		
	TOTAL NUMBER CHECKED	4			
		YES	NO	N/A	POINTS
11.	Does your agency clearly communicate its energy conservation expectations for: (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>			
	Facility Rentals		<input checked="" type="checkbox"/>		
	Special Events		<input checked="" type="checkbox"/>		
	Program Participants / Facility Users		<input checked="" type="checkbox"/>		
	Contracted Vendors / Program Instructors		<input checked="" type="checkbox"/>		
	Other: Please List		<input checked="" type="checkbox"/>		
	TOTAL NUMBER CHECKED	4			

TOTAL POINTS	<u>27</u>
GRAND TOTAL OF ALL THE SECTIONS COMBINED	<u>181</u>
TOTAL POSSIBLE POINTS	<u>202</u>
PERCENTAGE	<u>90%</u>

GRAND TOTAL POINT REVIEW

There are 202 total possible points. The percentage calculated should exclude all sections you marked not applicable. Divide your points earned by the total point eligible to find your percentage score.

90% - 100% Your agency is an environmental leader in the field and has reason to be proud.

70% - 90% Your agency is doing a very good job, and should keep up the good work. Look at those questions for which you answered NO, and develop strategies to address them.

50% - 70% Your agency is doing a good job, and certainly more than most public agencies. Look at those questions for which you answered NO, and develop a strategy to address those.

30% - 50% Your agency is doing OK, and should be proud of what it has accomplished, but still has much to work on.

30% or less Your agency has no where to go but up in terms of improving its environmental practices.

FINAL QUESTION – Does your agency have a representative on IPRA's Environmental Committee? YES or NO

Signature

Date

Board review and approval for Distinguished Park and Recreation Accreditation

Date



Friends of the Oak Park Conservatory
2020 Annual Mission Report

Mission Statement: To promote community interest in the Oak Park Conservatory, to offer educational and recreational opportunities, and to support projects that benefit the Conservatory

Our year at the Friends has been characterized as one of adaptation, a process of change to help us survive all that the current Covid-19 pandemic had brought to us. This adaptation has been a challenge that we have met very successfully. Our staff, volunteers, and board were forced to adapt operational methods that enabled us to stay engaged with our members, friends, donors, and the community, as well as to support the Conservatory.

Our last pre-Covid in-person event was Kids Fest, March 1, 2020, where 537 children and family members attended presentations and activities focused on bees. Then, we had to curtail face-to-face activities and limit the numbers in our programs, including temporarily closing the Conservatory. A quick pivot to virtual programming kept us connected to our members and drew a whole new audience of gardeners. Over 260 people attended 6 sessions on topics from composting to bulb planting presented by Master Gardeners and Conservatory Staff. These sessions filled up quickly and attracted many non-members.

Our greatest adaptation was moving the ever-popular Plant Sale online. It was either that format or we would lose our main fundraising event of the past 30-plus years. We had 528 orders! Volunteers safely facilitated organizing orders and overseeing pick up at Rehm Park. The Conservatory staff stepped in and put in many hours because our volunteers were not allowed in the greenhouses until the sale. We were thrilled to find how popular gardening became last summer and sales were strong.

Finally, our Annual Appeal began earlier than usual and was a great success. We knew the pandemic would bring uncertainty, but our supporters kept us in their thoughts. We surpassed our expected goal which has enabled us to look to the future more positively. Thus, we were able to provide new educational and engaging additions to the Discovery Garden (Musical bells/flowers and a hive structure \$17,769), refurbish the Conservatory's iconic historic entry door (\$5,700), and restore the "polyhouse" which will support future Plant Sales (\$11,000). And honey bees are returning to the

Conservatory (\$2,500). In total we contributed over \$37,000 to support all these projects.

Besides financial support we have also provided 4966 volunteer hours valued at \$135,075. This year we also provided 582 hours of off -site volunteer hours and 114 hours for events the Park District sponsored at the Conservatory.

In addition, we secured a \$2,500 grant from the Future Philanthropists' group, students supported by the OPRF High School and the Oak Park River Forest Community Foundation. These monies will enable us to offer bus transportation to nearby schools who cannot afford to visit the Conservatory but will benefit from the learning opportunities we will have to offer. We look forward to starting this program as conditions improve.

Although we were not easily accessible for much of the year, our membership remains 507 strong almost the same as in 2019. We were worried that our usual increase in memberships which occurs just prior to the Plant Sale would diminish and it may be reflected in our membership renewal rate of only 59%. However, our lecture participation and our Annual Appeal results seem to indicate the Community values us.

We are so fortunate to have a dedicated staff that has enabled us to move forward this year, generous supporters who believe in our Mission, and enthusiastic members who give of their time and expertise.

Sue G. Boyer

President

Judy Klem

Executive Director



PARK DISTRICT of OAK PARK



Memo

To: David Wick, Chair, Parks and Planning Committee
Park Board of Commissioners

From: Patti Staley, Director of Horticulture/Oak Park Conservatory

CC: Jan Arnold, Executive Director

Date: February 23, 2021

Re: Annual Oak Park Conservatory Report

Statement

The Oak Park Conservatory has prepared the 2020 Facility Operations Report for the Oak Park Conservatory. During 2021, the pandemic had significant impact on Conservatory operations.

Discussion

The 2020 Facility Operations Report for the Oak Park Conservatory highlights the strengths of the Conservatory's operations and staff despite the impact the Covid-19 pandemic had on the Park District. This report is a synopsis of planning and significant changes that occurred in operations for the Conservatory. Impact of data presented in the report also demonstrates future growth and innovations with respect to revenue generation, expenses, education program offerings, visitation, and collaborations.

Conclusion

The 2020 Facility Operations Report for the Oak Park Conservatory helps to demonstrate the value of the facility to the Park District of Oak Park system, the Village of Oak Park, and surrounding communities. Patti Staley will be present at the March 4, Regular Board Meeting, to present a summarized version of the report and to answer any questions the Board may have.

Park District of Oak Park

218 Madison Street ▪ Oak Park, Illinois 60302 ▪ ph: (708) 725-2000 ▪ fx: (708) 383-5702 ▪ www.pdop.org



FACILITY OPERATIONS REPORT

January to December 2020

Prepared by:
Patti Staley
Director of Horticulture/Conservatory Operations
Park District of Oak Park

February 2021

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INTRODUCTION

During 2020, lives abruptly changed around the world due to the global pandemic, COVID-19. The Conservatory staff became essential, caring for our community's most valuable assets, our parks. Parks became a respite during these difficult times. Park use increased significantly, as our patrons looked for a safe place to go outside their homes.

Continuing to serve our community in a unique way was in the forefront of planning as we adapted to our new world. People turned to online platforms and online shopping as a resource and safe way to connect with each other. The Conservatory offered virtual gardening based programs and online plant shopping experiences. Both virtual and in-person programs were offered in a limited capacity during 2020, including Kids Fest, Fright at Night, Story Time in the Garden, Quick Sketch Garden Design sessions, Plant and Tool exchange, Summer & Fall Uncorked, Candlelight Walk, and a host of virtual gardening lectures through the Friends of the Oak Park Conservatory. Plant sales included the Valentine's Market, Friends Annual Spring Plant Sale, Succulent and Cacti Sale, Fall Mum and Bulb Sale, and our Winter Greens Market.

If we look beyond Covid-19, we can see the significant impact we had serving the community. During the early weeks of the stay at home orders, Conservatory essential staff continued to report to work daily, following new safety protocols. Planting thousands of seedlings and plugs that were already in production prior to the pandemic hitting was a challenge with limited staff and no volunteer assistance. Full-time staff from other departments stepped up to help in early spring at the Conservatory and out in our parks.

Staff focused their landscape maintenance efforts on high visible areas in our parks. The community enjoyed a beautiful spring display of tulips, daffodils, and spring blooming bulbs. Summer annuals were planted as was a new rain garden at the Carroll Center. Volunteers stepped up to help in our parks through adopt a park program. Volunteers also helped to care for the Cheney Mansion vegetable gardens and grounds. The Cheney Mansion gardens donated 525 pounds of produce to the local food shelters. Thousands of natives were grown at the Conservatory and planted in our parks to build healthy plant communities and habitats for our ecological visitors.

VISITATION

Visitor Statistics

The Oak Park Conservatory welcomed 17,872 visitors in 2020. The Conservatory was closed 170 days due to the pandemic and stay at home orders in the state of Illinois. The first stay at home order went into effect March 20. When the Restore Illinois plan was put into place by the Illinois Department of Public Health, the Conservatory reopened in a limited capacity following new PDOP reopening guidelines. We reopened to the public on June 30, with a restriction of 50 visitors at one time. November 13, the Oak Park Region moved back to Phase 3 of the Restore Illinois Covid-19 Plan, closing the Conservatory to the public once again. The Conservatory reopened to the public on January 22, 2021, again, with a restriction of 50 visitors at one time.

The beginning of 2020, early winter months of January and February at the Conservatory, saw a rise in visitors over the past five years. The Conservatory's first Valentine's Market was held on February 8, with 267 shoppers in our market. Birthday parties for children also had a strong start with 19 children's birthday parties in January and February. November 3, the Conservatory served as a polling station for the Presidential Election.

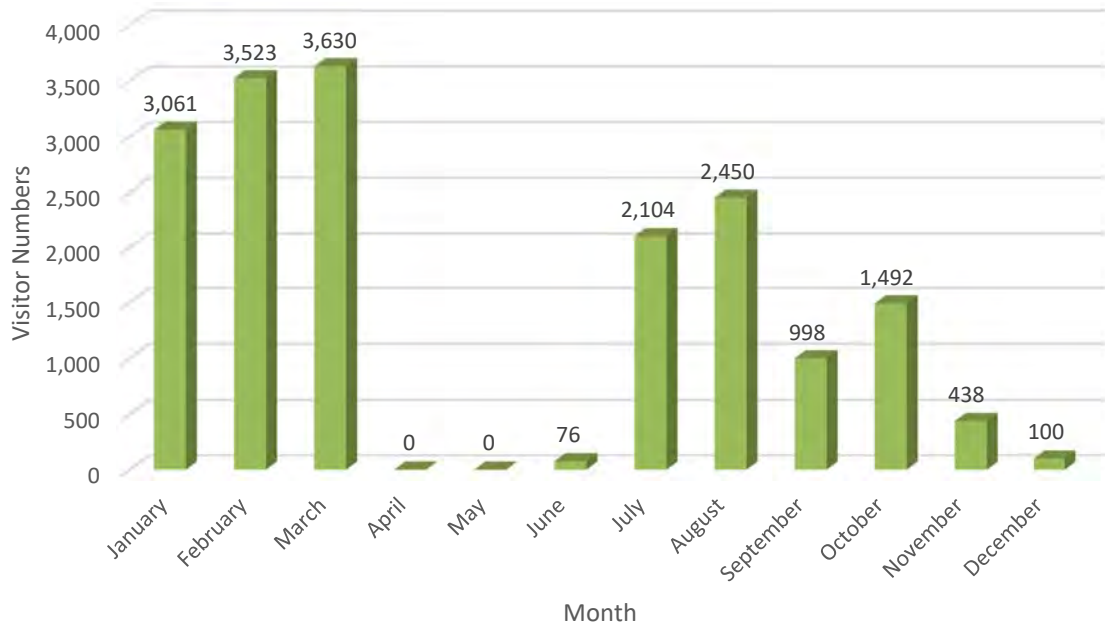
Through online plant sales, virtual quick sketch garden design appointments, and virtual gardening lectures, the Conservatory and the Friends continued to serve its residence as a source for locally grown plants and gardening information.

Reopening safely to our visitors was our top priority as we implemented hourly cleaning routines of our public areas and removing touchpoint surfaces. State mandated face coverings and the controlling of the number of visitors to allow for social distancing were in effect to help protect our visitors and staff.

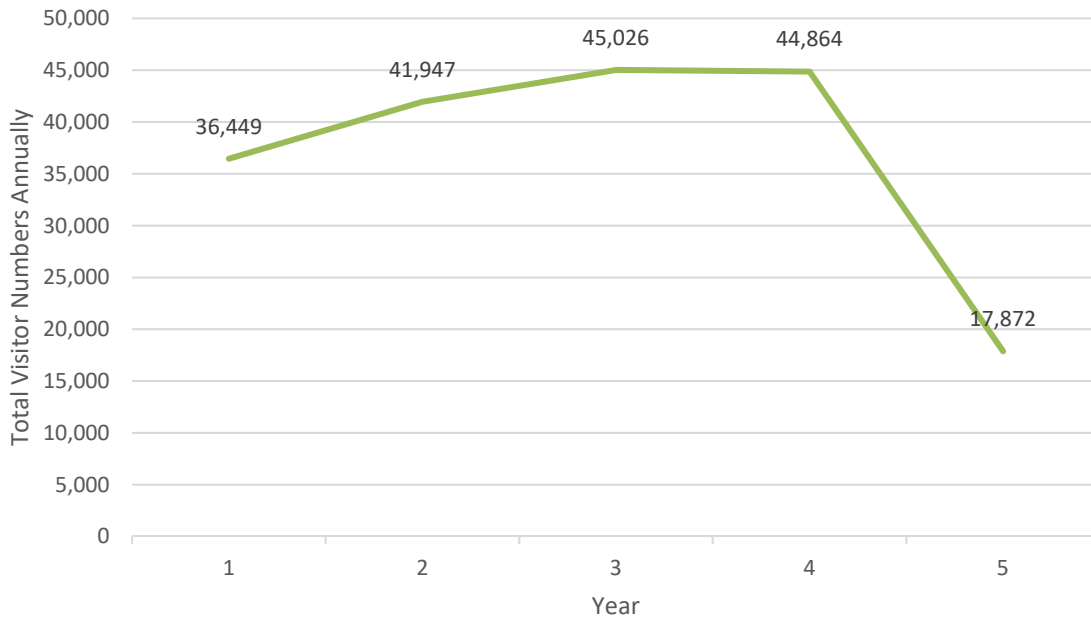
Visitation Statistics

Year	Yearly Totals	January	February	March	April	May	June	July	August	September	October	November	December
2016	36,449	2,085	1,802	4,729	4,205	2,917	3,096	2,803	2,582	3,961	2,902	2,848	2,519
2017	41,947	2,663	2,577	4,056	4,105	3,743	4,932	3,725	4,303	3,907	2,966	2,181	2,789
2018	45,026	2,410	2,055	4,038	3,660	5,145	4,894	4,541	3,893	4,557	2,977	3,762	3,094
2019	44,864	2,751	2,876	3,836	3,858	44,593	4,331	5,111	4,270	3,381	3,958	2,913	2,986
2020	17,872	3,061	3,523	3,630	0	0	76	2,104	2,450	998	1,492	438	100

Monthly Visitation Statistics 2020



Yearly Statistics



FINANCIAL REPORT

Expenses

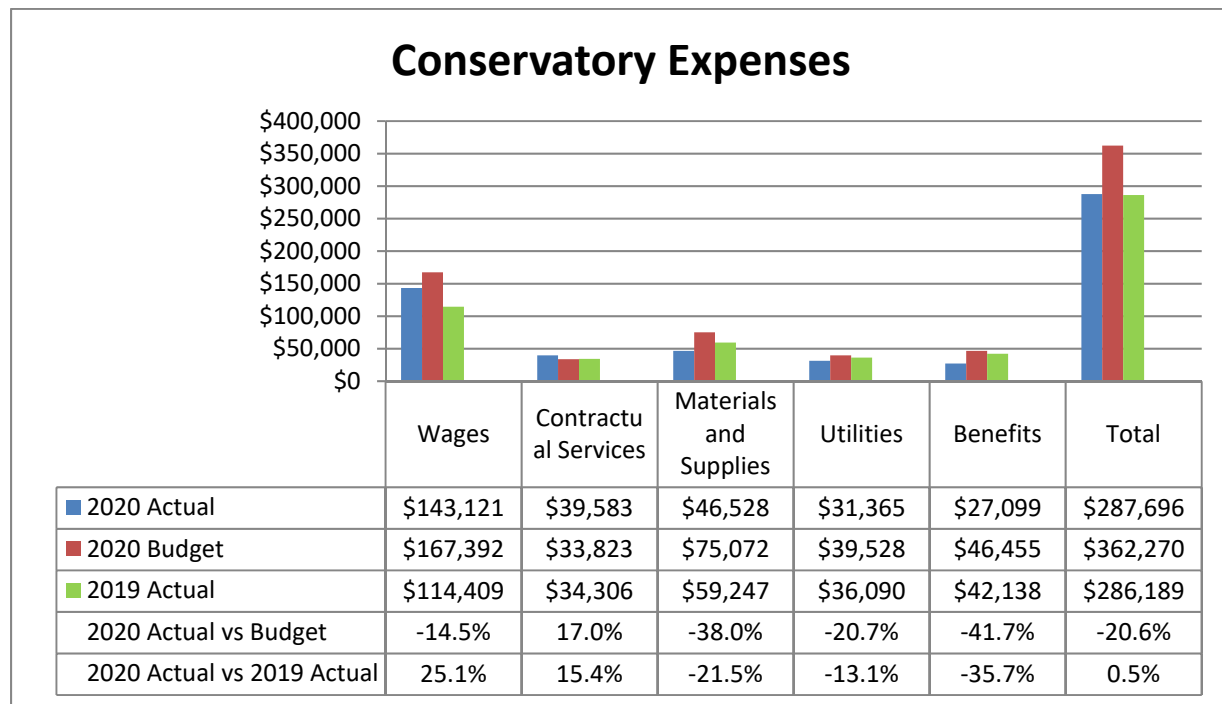
The majority of the Conservatory's expenses are wages. Wages are down from budget primarily due to vacant part-time year-round positions and seasonal positions. Part-time staff were furloughed during the pandemic. Limited seasonal staff was hired during the summer to help full-time staff with park landscape management.

Contractual services were above budget expectations mainly due to HVAC repairs that arose early in 2020.

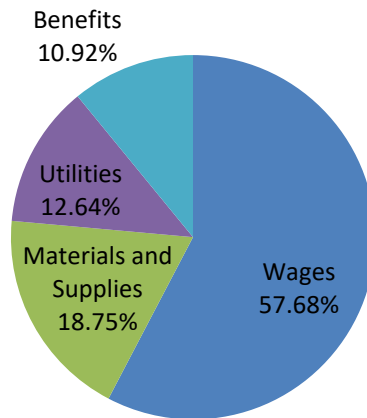
Utilities were down in-part to solar that was added onto the Conservatory center late fall of 2018. Solar at the Conservatory provides for approximately 29% of the building's electrical costs annually. Both water and electricity usage at the Conservatory was below prior years.

Employee Health Insurance transfers stopped after August, to preserve a fund balance in the operating funds. This was a one-time anomaly for 2020, in order to keep funds in the operating budget rather than the Health Insurance Fund.

Cost control measures put in place early during the pandemic helped to elevate the significant loss in revenue the Park District was seeing due to canceled programming. A significant cost savings measure included bringing the native areas maintenance in-house for the Taylor Fen, Lindberg Prairie, Field Prairie, and Austin Woodlands, resulting in a \$20,000 savings.



2020 Conservatory Expenses by Category



Revenue Sources

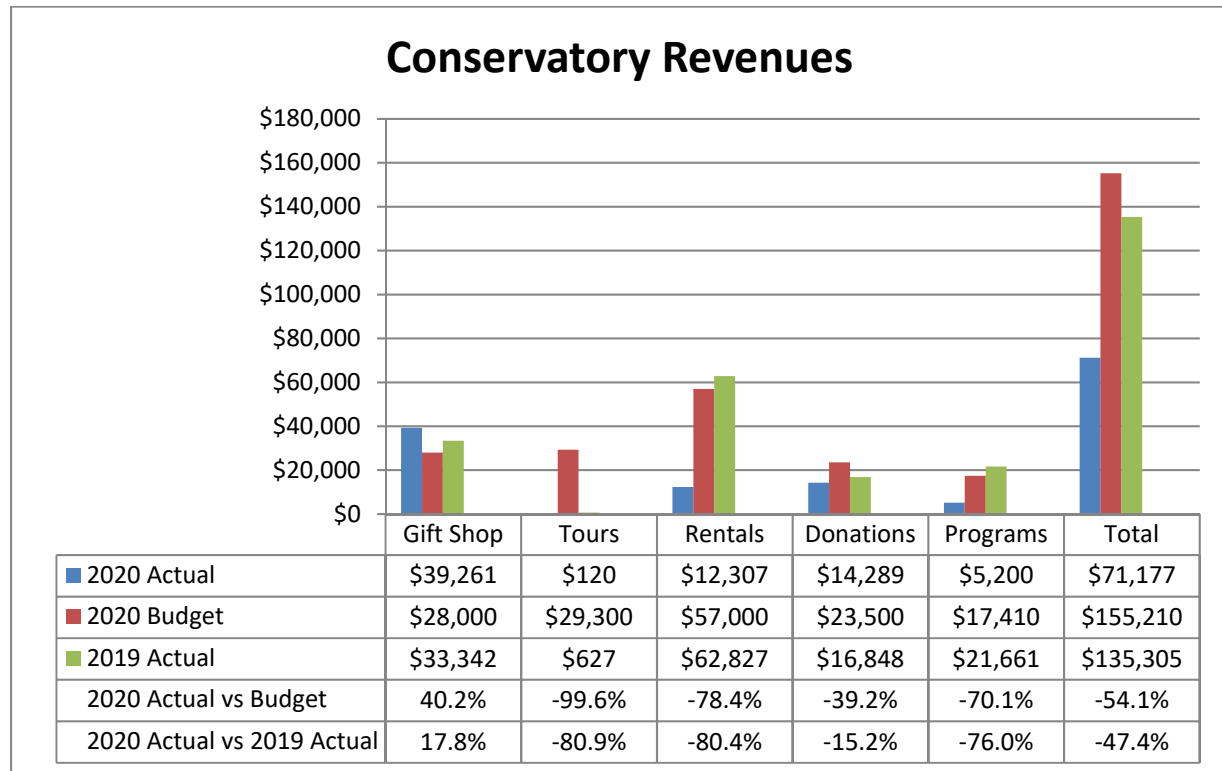
Rentals, historically the largest revenue source for the Conservatory, saw an 80% decrease over 2019. Rentals were on the uptick the past three years prior to 2020. 2019 saw an increase of 3.1% over 2018, in rentals. A significant contributor to our rental income is children's birthday parties. The first two months of 2020, was strong with rental bookings and in particular, children's birthday party packages. Children's birthday party packages have been discontinued until Phase 5 of Restore Illinois is reached in the state of Illinois. Limited rentals were carried out in 2020, due to state and local guidelines to allow for social distancing. Private photography permits, small intimate wedding packages, and small family gatherings have become the focus for 2021 bookings.

Donations at the door were down at the Conservatory because of being closed 170 days during the pandemic. The Friends contributions also show in the donations budget line; and were down from what was budgeted. Fall Fest is a large donation annually by the Friends, which did not take place in 2020.

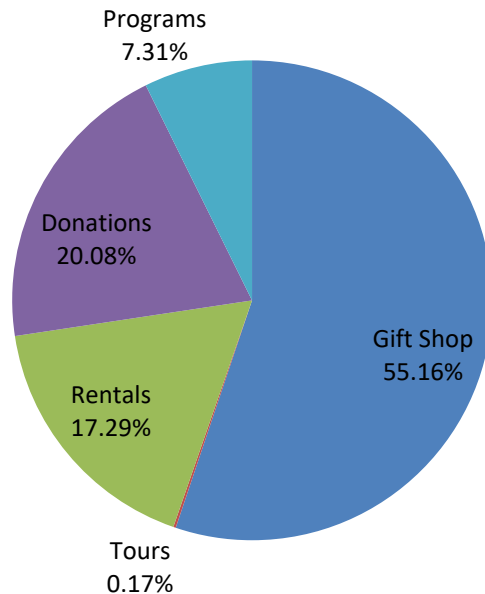
The gift shop budget saw a significant growth in our revenue, despite the physical gift shop closing on March 20. The Conservatory organized and carried out online plant sales with curbside pickup. Since the pandemic, plant growers, nurseries, garden centers, seed supply companies, and landscapers have seen a boom in their businesses both locally and across the Midwest. With people at home, those that were able, turned to investing in their homes, including their landscapes and outdoor spaces. Gardening has traditionally been a source of comfort during tough times throughout history. The Conservatory was able to grow thousands of plants throughout the year with limited staff and volunteers, to serve our parks and our patron's home gardens. Our most successful growing market continues to be our Winter Greens Market, which surpassed budget expectations by 50%. The Winter Greens Market served as a

\$25K revenue source for the Conservatory. This year, a partnership was developed with Dombrowski’s Christmas Tree Farm to sell trees out of the Rehm Pool Parking lot while the Conservatory sold wreaths, garland, swags, winter container arrangements, and fresh cut greens to coincide with the Christmas tree sales.

The focus for 2021, will be doing what the Conservatory does best, growing healthy, locally grown plants coupled with free virtual lectures with University of Illinois Master Gardeners sponsored by the Friends. We want to provide people who may be novice gardeners the tools they need to be successful gardeners. Providing healthy plants and the education that goes hand-in-hand with growing them is the perfect partnership.



2020 Conservatory Revenues by Category



COLLABORATIONS

Friends of the Oak Park Conservatory (Friends or FOPCON)

The primary collaboration for the Oak Park Conservatory is its partnership with the Friends of the Oak Park Conservatory. For the past 34 years, the Friends have been promoting the Conservatory and supporting programs through their educational outreach, volunteer coordination, and direct financial support. During 2020, the Friends were able to make great strides connecting with and expanding their donor base despite the pandemic. The Friends had a 50% increase in new donors during 2021. Donor gifts were up 32% over 2019. The Friends also were able to carry out their annual spring plant sale. Park District staff carried out growing the plants without volunteer assistance due to the stay at home orders in place during the pandemic. Curbside pickup at Rehm Pool parking lot was carried out by PDOP and the Friends.

Friends programs during 2020, included:

- The 31st Annual Plant Sale was held online this year; 550 people ordered plants online and picked them up at the Rehm Pool parking lot which grossed \$44,688 in revenue, with \$27,435 net (the 2019 plant sale grossed over \$51,000 in revenue, with net over \$31,400)
- KidsFest held the first Sunday of March welcomed 567 visitors
- Summer & Fall Taste of Uncorked 78 attended
- Virtual Gardening & Nature lectures over 280 participants
- Story Time at the Conservatory
- Toddler Exploration Time, early 2020
- Fall Plant & Tool exchange

Friends Cash Contributions

Friends provided direct cash contributions to the Conservatory during 2020. Cash contributions included:

- \$350 to supply Fall Fest pumpkins and décor for the Rubinstein Garden
- \$3,311 beneficial bio controls for growing
- \$947 Conservatory plant labels

Friends Volunteer Contributions

Friends provided 5,146 volunteer hours in the areas of plant care, education, special events, operations, and committee work, the equivalent of almost 2 1/2 FTEs. Volunteers stepped up during the pandemic to assist from home by making masks, assisting in the plant sale pickup, virtual lectures on gardening, and a free story time in the Discovery Garden when the Conservatory was able to reopen to the public.

Future of Friends Partnership

The Director of Horticulture, Friends Executive Director, President, and office staff work closely together to support each entities' strategic and departmental goals. The two partners worked closely together in 2020, to identify areas to serve the public despite the pandemic. The adaptability of the department heads of both organizations allowed for innovative ideas during a difficult time. With a future unknown due to the pandemic, planning is underway to serve the community in person at the Conservatory and virtually.

- FOPCON received a \$2,500 grant from the Community Foundation/Future Philanthropists to fund buses in underserved communities to come for school tours at the Conservatory.
- FOPCON submitted a request to the CTA to rename the Blue Line stop after the Oak Park Conservatory in 2020.
- FOPCON purchased musical instruments and a bee skep clubhouse for the Elsie Jacobsen Discovery Garden to be installed in spring of 2021.
- Friends Future Cash contributions for 2021 include:
 - \$4,000 donation for a beneficial insect program for growing plants for the Friends plant sale
 - \$2,500 donation for a honey bee hive contract at the Conservatory
 - \$11,000 donation for 50% of the shared cost to reskin the Poly house
 - \$5,700 donation for 50% of the shared cost to replace the Conservatory historic door entrance

STAFF DEVELOPMENT

Staff at the Oak Park Conservatory focus on providing a memorable experience for visitors in our parks and at the Conservatory. Our role is two-fold, overseeing operations at the Conservatory and the landscape management in our 18 parks and facilities. Each staff member understands and practices the customer service standards of the Park District of Oak Park and does their best to make each visitor's time at the Conservatory a memorable experience. Sustainability is one of our key values that staff help to lead the charge on for our District.

The Conservatory is staffed by a series of full, part-time, and seasonal employees. Four full-time employees: Director of Horticulture, Horticultural Supervisor, Greenhouse Supervisor, and Conservatory Technician; part-time employees: three Receptionists, two Landscape Specialists, one Bird & Fish Caretaker, and one Rental Attendant. During the summer months, the Conservatory employs six seasonal staff used to assist the regular full and part-time staff with landscape maintenance needs in the parks.

Each employee during 2020, either received or maintained their CPR/AED and First Aid certifications, alongside other mandated trainings including PDRMA's sexual harassment training and mandated reporter training. Conservatory Director and Supervisors also participate as members of the Safety Committee, Environmental Sustainability Advisory Committee, and Equity Committee.

Following are staff development and achievement highlights from 2020:

- Conservatory Director (Patti Staley)
 - Oversaw operations of Conservatory & Landscape Park Maintenance in our parks during a pandemic
 - Oversaw landscape maintenance at the District's natural areas: Lindberg, Austin Gardens, Field Park, and Taylor wetland performed by staff in-house
 - Designed and oversaw the installation of the Carroll rain gardens and landscaping around the center
 - Collaborated weekly with the Friends and created a plan that was safely implemented to carry-out the Friends plant sale
 - Managed fiscal year 2020 Conservatory Budget, preparing budget cuts during the pandemic and prepared the 2021 Conservatory Budget
 - Secured \$2,500 funds for honey bee hives from FOPCON, \$11,000 funds for 50% of the shared cost to reskin the Poly house in 2021, \$5,700 funds for 50% of the shared cost to replace the historic doors on the Conservatory, and \$4,000 funds from the Friends for horticulture bio-controls for growing plants
 - Organized and implemented special events at the Conservatory including the Fright at Night, Candlelight Walk, Winter Greens Market, Valentine Market, Succulent & Cacti Sale, and the Mum & Bulb Sale
 - Sustainability Speaker at the 2020 IPRA/IAPD Soaring the New Heights Conference
 - PDOP liaison to the Environmental Sustainability Advisory Committee
 - Member of the PDOP Innovation Committee

- Horticulture Supervisor (Krista Kupperschmidt)
 - Maintained ISA arborist certification
 - ALICE certified instructor
 - Oversaw landscape maintenance of all park planting beds

- Oversaw horticulture material purchasing
- Assisted in the planning and overseeing of special Conservatory events
- Speaker for Friends virtual lecture on Fall Bulbs
- Member of the PDOP Safety Committee
- Greenhouse Supervisor (Kent Gentry)
 - Oversaw care of the conservatory collection and production greenhouses with limited volunteers
 - Assisted in planning and implementing special events at the Conservatory
 - Expanded the Cheney Gardens volunteer group to assist in daily maintenance of the grounds and growing 525 lbs. of produce donated to local food bank
 - Speaker for Friends virtual lecture on Succulents & Cacti
 - Member of the PDOP Equity Committee
- Conservatory Technician (Mark Omi)
 - Maintained ISA arborist certification
 - Cared for our parks natural areas and landscapes throughout the pandemic with limited staff
 - Worked to plant thousands of plugs for the Friends plant sale during the stay at home order
 - Helped Village of Oak Park and Parks and Planning staff complete cleanup from derecho storm in August
 - Repaired and replaced vents, fans, and working components to the poly house, funded by FOPCON
 - Prepared 42 new plant labels for the Conservatory showrooms, funded by FOPCON
- Landscape Technician (Asa Hagen)
 - Cared for our parks natural areas and landscapes throughout the pandemic with limited staff
 - Assisted with weekend watering and care of the Conservatory collection
- Cheney Mansion Gardener (Doug Peck)
 - Cared for the Cheney Mansion gardens thorough the summer and fall season
 - Oversaw the Cheney garden volunteers
 - Assisted Conservatory staff with weekend watering needs
 - Assisted Conservatory staff with Winter Greens Market
- Customer service: Receptionist & Rental Attendants (Tish Pittman & Trisea Bills)
 - Maintained daily visitor log
 - Perform hourly sanitizing of public areas
 - Greeted over 17 thousand visitors at the Conservatory
- Bird & Animal Caretaker (Chris Denne)
 - Maintained clean and healthy living environment for birds and other animals in Conservatory
 - Advised on the purchase of appropriate bird, fish, and turtle feed, toys, and supplies
 - Oversaw weekend cleanliness of the facility

FACILITY IMPROVEMENTS

The following facility improvements completed at the Oak Park Conservatory in 2020:

- HVAC annual repairs
- Replaced one Conservatory boiler
- Installed booster heater in the conservatory lobby

SUSTAINABILITY

The following sustainability achievements occurred at the Oak Park Conservatory in 2020:

- 5,600 gallons of water was used to water plants from the conservatory cisterns
- Solar Production: 24,000 kWh is which the equivalent of saving 435 trees is; the Conservatory solar field provides about 29% of the building's electrical usage
- Produced compost tea for Parks and Planning to apply on test fields
- FOPCON volunteers weekly sanitized plastic plant containers for reuse
- Grew and installed over 1,200 natives and perennials to build healthy plant communities in our parks

INNOVATIONS

The following new events, programs, practices, and innovations occurred at the Oak Park Conservatory in 2020:

- Two raised vegetable beds built by BSA Troop 20 Eagle Scout, Brendan France, for Cheney Mansion
- Cheney Mansion garden volunteer group donated 642 hours of time and 525 pounds of produce to the local food pantry
- Created a Historic Home & Garden Tour Package to include Pleasant Home, Cheney Mansion, and the Oak Park Conservatory, pending post pandemic launch
- Increased plant identification and educational signage in the Conservatory showrooms & garden
- Implemented an adopt a park volunteer program

LOOKING FORWARD – 2021

In 2021, the Conservatory implementation of innovations and sustainability initiatives is well underway and expected to have a positive impact on how we serve the community.

The following are initiatives and procedural improvements that the Oak Park Conservatory will be investigating, evaluating, and implementing in 2021:

- New Pollinator Plant Sale, summer 2021
- Re-installation of bee hives, spring 2021
- Summer butterfly display, summer 2021

- Summer monthly “Year of the Butterfly” free community programs with the Friends
- Continued free virtual gardening lectures with the Friends
- Installation Bee Skep club house and musical flowers in the Elsie Jacobsen Discovery Garden
- Expansion of the Candlelight Walk to include cultural nights
- Perform prescribed burns at Taylor, Lindberg, Austin, and Field Parks, spring 2021. Staff training on Prescribed Burn Management.
- Plastic plant container alternatives for PDOP and FOPCON plant sales
- Community collection days for recycling plastic pots
- Partnering with Parks & Planning to install rain gardens at Barrie Park
- Reformatting volunteer program to care for our parks’ natural areas

Memo

To: Kassie Porreca, Chair, Administration and Finance Committee
Board of Park Commissioners

From: Mitch Bowlin, Director of Finance

CC: Jan Arnold, Executive Director

Date: February 25, 2021

Re: Community Solar Contract



Statement

The Park District of Oak Park is currently seeking proposals for community solar provided electric power.

Discussion

The Park District decreased electric usage from ComEd by 22% from 2016 to 2019, via supplying power through solar panels at various facilities and other green initiatives. Usage went down an additional 17% in 2020, but some of that decrease was due to COVID-19 and specifically not opening the pools.

Of the remaining electric load, 15% is currently available for contract, 8% will be available this fall, and 24% will be available in the fall of 2022. The remaining 53% is used at Ridgeland Common and there is a long term contract at that Facility. As electric load becomes available, staff intends to supply that energy with community solar power.

Community solar supply contracts are essentially a subscription contract to purchase a given amount of electricity over a period of 15 years. The solar farms supplying this energy are within the local ComEd service area and these contracts are supporting newly installed solar farms. There is flexibility to reallocate usage among facilities, so, if the District installs solar panels at another facility and the demand decreases at a specific location, we can use that power elsewhere. The District intends to bring more facilities onto this type of contract in the future as there is currently very little risk and downside to the Park District for this type of contract and there will be a cost savings.

Staff are collecting proposals and will receive all by March 5. After vetting the proposals, staff plans to bring a recommendation and contract to the Board for consideration at the Regular March Board Meeting.

Recommendation

Staff will recommend to the Board a community solar electric supplier for consideration and approval at the Regular March Board Meeting.