



PARK DISTRICT of OAK PARK

**PARK DISTRICT OF OAK PARK
Committee of the Whole Meeting
Hedges Administrative Center
218 Madison Street, Oak Park, Illinois 60302**

Thursday, March 2, 2023 at 7:30pm

AGENDA

I. Call to Order/Roll Call

II. Public Comment

Each person is limited to three minutes. The Board may set a limit on the total amount of time allocated to public comments.

III. Administration and Finance Committee – Commissioner Wick

- A. Parks Foundation Annual Update
- B. IPRIME Resolution for New Trustee (Mitch Bowlin)*
- C. 218 Elevator Replacement Contract Update

IV. Parks and Planning Committee – Commissioner Worley-Hood

- A. Environmental Sustainability Advisory Committee (ESAC) Update
- B. Friends of Oak Park Conservatory (FOPCON) Update
- C. Annual Oak Park Conservatory Operations Report*
- D. IPRA Environmental Report Card*
- E. IPM Policy Update

V. Recreation and Facility Program Committee – Commissioner Wollmuth

VI. New Business

VII. Closed Session

Motion to convene into closed session for the discussion of performance of a specific employee of the Park District.

VIII. Adjournment

* Indicates information attached.

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

Update/Recap 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) 725-2017 or via email at Edith.Wood@pdop.org.

In partnership with the community, we enrich lives by providing meaningful experiences through programs, parks, and facilities.



Memo

IPRIME Resolution for New Trustee

RESOLUTION authorizing Mitch Bowlin to serve as Trustee of
the Illinois Public Reserves Investment Management Trust.

* * *

WHEREAS, Mitch Bowlin is the Finance Director, and

WHEREAS, such person has been nominated for election as a Trustee of the Illinois
Public Reserves Investment Management Trust (the “Fund”); and

WHEREAS, it is necessary and in the best interests of the Park District of Oak Park
 (“Entity”) to grant authorization to such official to serve as such Trustee;

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Entity located in Oak Park,
Cook County, Illinois, that Mitch Bowlin be and is hereby authorized to serve as a Trustee of the
Fund, effective as of March 16, 2023.

BE IT AND IT IS FURTHER RESOLVED that the Secretary of the Entity shall prepare
a signed copy of this resolution as written evidence of such authorization and shall deliver the
same to the Secretary of the Fund.

Signature

[President/Chair]

Signature

Secretary

Dated at Oak Park, Illinois, this 16th day of March 2023.



Annual Oak Park Conservatory Operations Report

Park District of Oak Park

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

Memo

To: Jake Worley-Hood, Chair, Parks and Planning Committee
Board of Park Commissioners

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

CC: Jan Arnold, Executive Director

Date: February 23, 2023

Re: Annual Oak Park Conservatory Report



Statement

The Oak Park Conservatory has prepared the 2022 Facility Operations Report for the Oak Park Conservatory. During 2022, the Conservatory made many great strides as life began to return to a new normal prior to the pandemic.

Discussion

The 2022 Facility Operations Report for the Oak Park Conservatory highlights the strengths of the Conservatory's operations. This report is a synopsis of planning and significant changes that occurred in operations for the Conservatory and the parks. 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 2022 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 2nd Committee of the Whole meeting to present a summarized version of the report and to answer any questions that the Board may have.



FACILITY OPERATIONS REPORT

January to December 2022

Prepared by:

Patti Staley

Director of Horticulture/Conservatory Operations

Park District of Oak Park

February 2023

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INTRODUCTION

During 2022, the Conservatory served the community through our special events, programs, and plant sales. The Conservatory was opened 311 days in 2022. The public was eager to get back to life as normal prior to the pandemic. Rentals rebounded to a higher level prior to 2020 as well as special events sold out to capacity. The Conservatory staff focused on providing the upmost excellence in customer service to our patrons. As life in the community got back to the new normal, the Conservatory and parks continue to be a respite for the public as well as bringing community together through nature.

In our parks, staff focused their landscape management efforts on highly visible areas in. In 2022, a new horticulture supervisor directed staff in the management of our parks landscaped areas while the expertise of a native maintenance contractor managed the parks natural areas (Austin Gardens Woodland, Field Park Prairie, Lindberg Prairie, Taylor Wetland and the bioswales at Barrie Park). Staff focused on areas in the parks where unhealthy plant communities were noticed and improved areas by removing nonnative plant material. Over 1,100 native plants and perennials were planted in higher impact areas to build healthy plant communities. Additional natives were added to Cheney Mansion, Fox Park, Dole Library, Pleasant Home, Ridgeland Commons, Carroll Park, Austin Gardens, and Stevenson Park. Staff manage leaf litter in our parks by composting into our lawns and natural areas. This was an effective way of contending with leaf litter in a sustainable way. Hand removal of nonnative weeds to help build healthy plant communities was performed throughout the growing season. Staff focused seasonal color at high impact areas including the additional of planters outside of 218 Madison, relocating pool planters to welcome guests at the pool entrances, and our historic properties.

The Conservatory completed a capital project, restoring the north wall windows and side vents of all three showrooms. The deteriorated wood was replaced with aluminum framing. Windows and side vents were replaced and automated in the showrooms. New side ventilation was added in the tropical room and was tied into the Conservatory's Micro Grow greenhouse automation system. As the Conservatory reaches 100 years old, staff are focused on maintaining and restoring this historical gem much loved by the community.

VISITATION

Visitor Statistics

The Oak Park Conservatory welcomed 32,625 visitors in 2022. The beginning of the year, Cook County was under local mandate for visitors ages 5+ to show proof of COVID-19 vaccination in public spaces. After February 28th, vaccination proof was no longer required. Visitors engaged the Conservatory with enthusiasm and slowly our visitor count increased coming out of the pandemic. Our visitor count in 2022 was a 39 % increase over 2021. Compared to prior to the pandemic (2019), the visitor count in 2022 was still down by 27%.

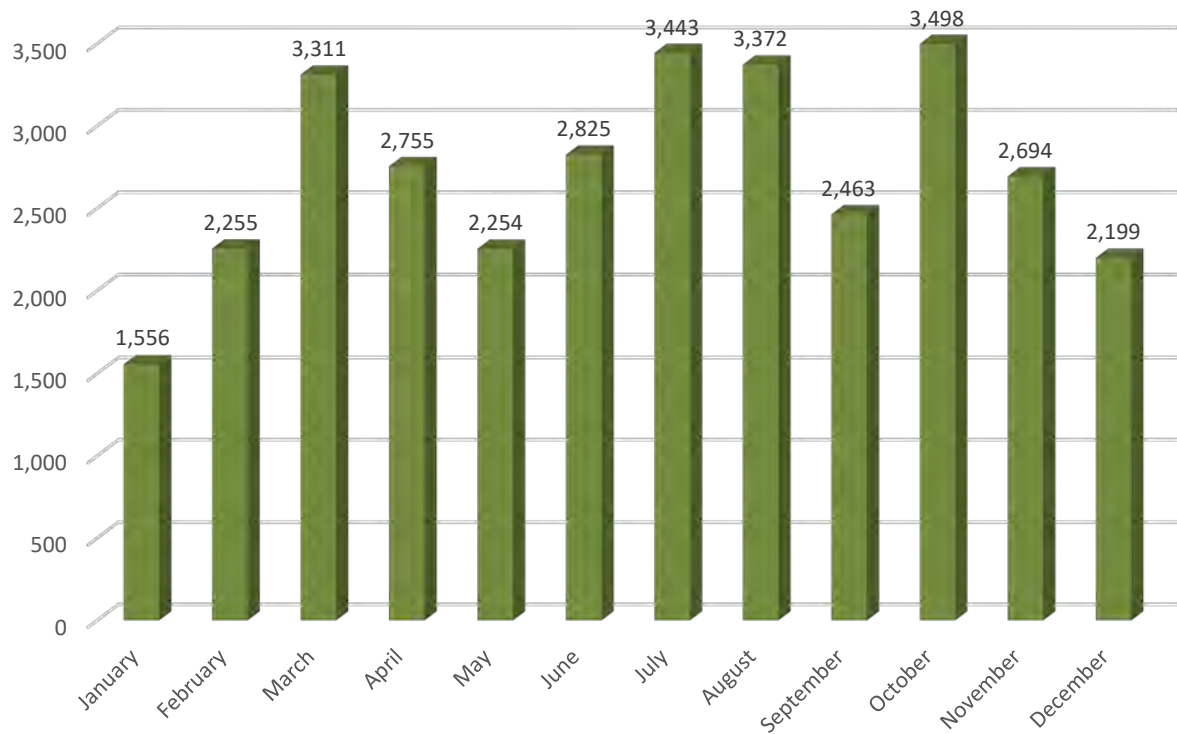
Reflecting on the years that had the highest visitor count at the Conservatory (2016-2019) may have been a result of the addition of the Elsie Jacobsen Discovery Garden, opening late 2015. The first three years the garden was open, the summer months were some of our highest visitor counts in history. The garden was in its 7th full season in 2022 and while still a busy spot for children wanting to get their feet wet and explore the gardens, less visitors are seen as opposed to the first few years of opening, as to be expected. The Friends free Discovery Garden Exploration Time (DGET) program, held in the summer months, saw the highest count of visitors on those days that DGET was held in 2022 because of increased marketing efforts and word of mouth. Looking to the future, programming in the garden will be essential to its continued success engaging our visitors.

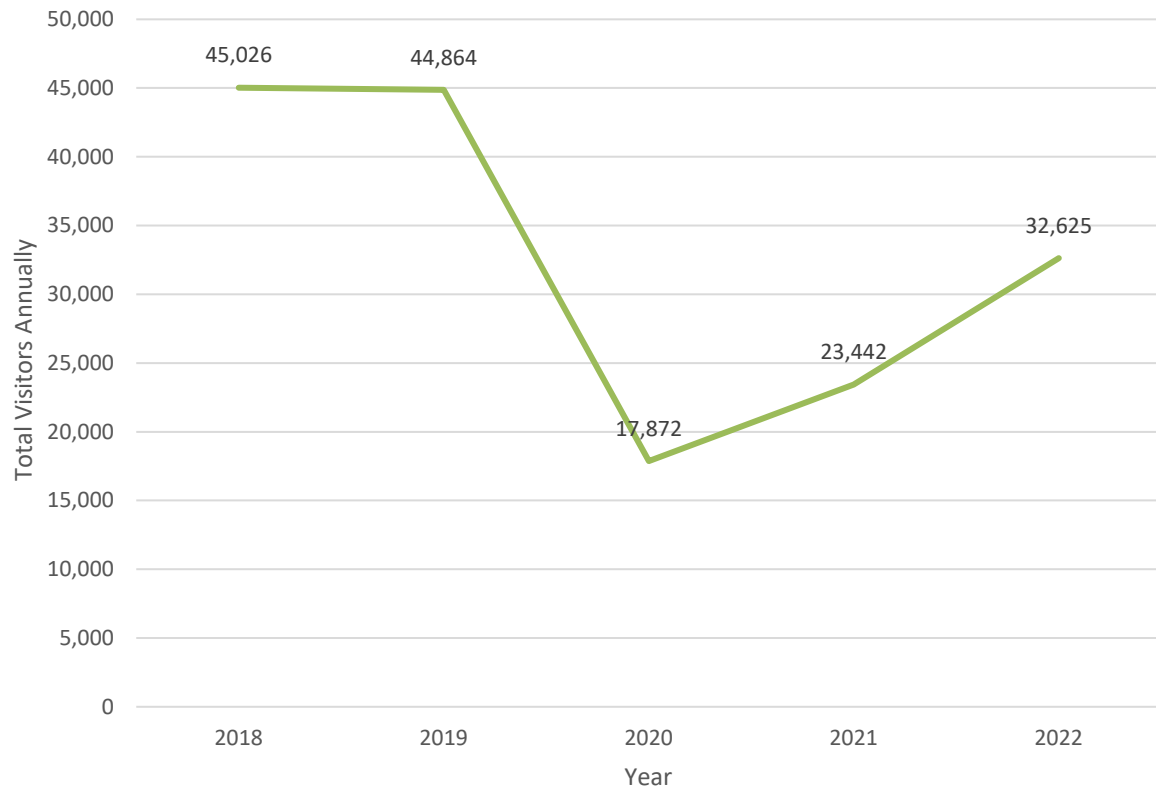
Special events rebounded in 2022 with many such as Fright at Night and Candlelight Walk. FOPCON's annual plant sale, which moved online during the pandemic in 2020, is no longer reflected in our annual visitor count. The Spring Plant Sale historically contributed to a higher visitor count in May prior to 2020 over the 3-day period it was held. In addition, FOPCON's free adult lectures continue to be offered virtually versus in person prior to the pandemic. Virtual lectures have proven to be a welcomed convenience for patrons to attend, resulting in attendance of 60-150 people virtually as opposed to 25-30 people in person prior to the pandemic. FOPCON's virtual lectures are captured through our nature and gardening program participants in Amilia.

The Conservatory is open every day of the week except for Mondays and select holidays. In 2021, the Conservatory was opened to the public for 311 days. Fridays through Saturdays continue to be our busiest days followed by days that FOPCON hosts free children's programming such as Story time, Toddler Exploration Time, and Discovery Garden Exploration Time.

Year	Yearly Totals	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
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	4,593	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
2021	23,442	392	1,679	2,597	2,803	2,308	2,606	2,001	1,832	1,247	2,223	1,520	2,234
2022	32,625	1,556	2,255	3,311	2,755	2,254	2,825	3,443	3,372	2,463	3,498	2,694	2,199

Monthly Visitor Statistics 2022





FINANCIAL REPORT

Expenses Categories

The majority of the Conservatory's expenses are wages. Wages ran slightly higher than budget expectations for 2022 due to market adjustments within salaries. All full-time positions were filled during 2022. Part-time positions were filled a majority of the time during the year. A part-time receptionist position was converted to a receptionist/rental coordinator IMRF position to help with the influx of rentals in 2022.

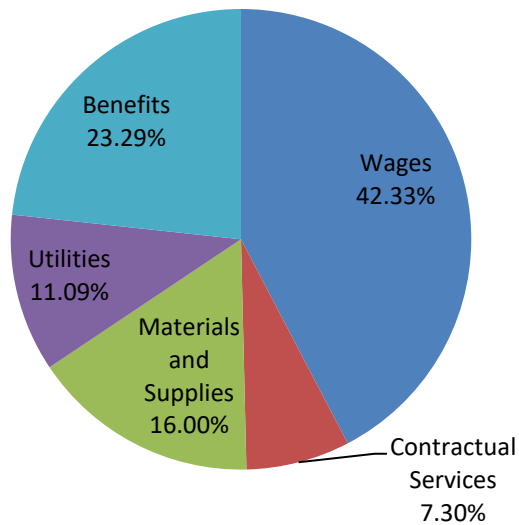
Contractual services were slightly less than budgeted. Contractual services include miscellaneous repairs to the Conservatory and are not used unless needed.

Materials and Supplies saw an increase, which is a direct correlation with an increase in revenue from some of our larger plant sales and markets. Cost of goods also increased significantly in 2022. While staff did a good job keeping costs down, material costs are expected to continue to rise.

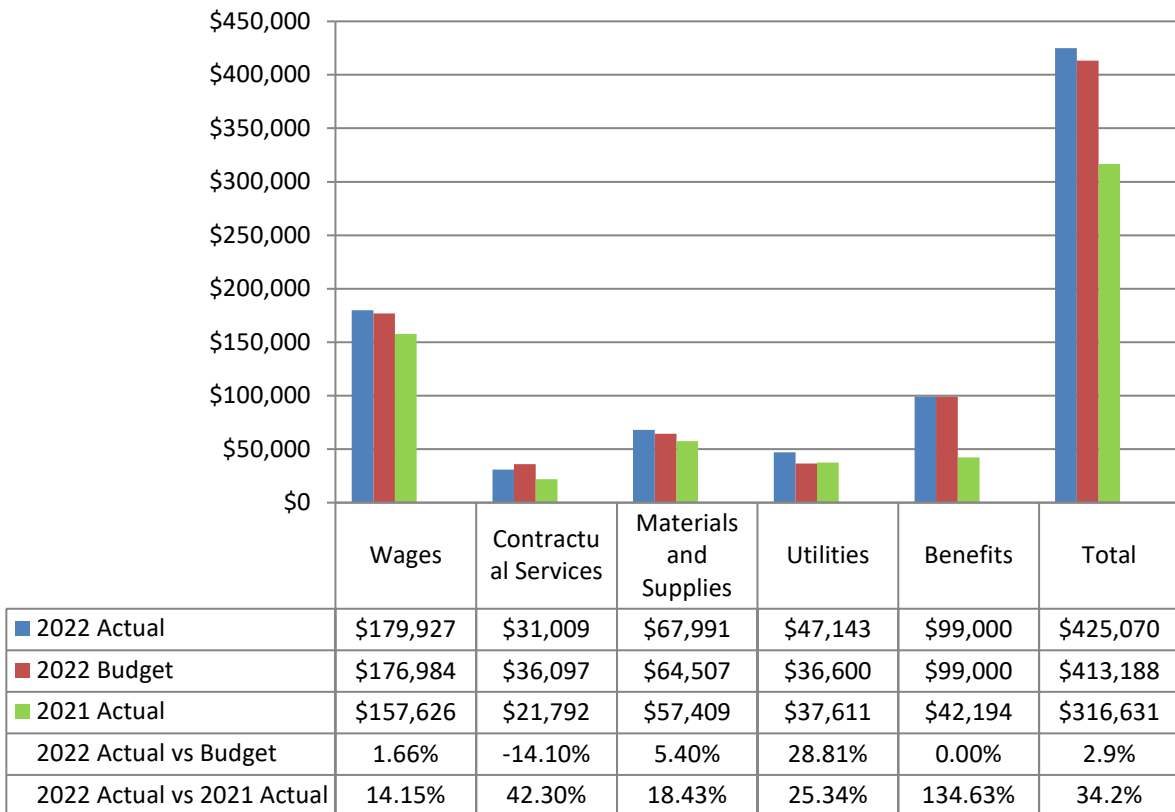
Utilities were 11% higher than budgeted expectations. Natural gas rates increased dramatically (19.3% according to the December CPI report). With installation of a drip irrigation system to grow certain crops, we expect to have an impact on water usage at the Conservatory.

Employee Health Insurance transfers ran in line with budgeted expectations because this is a direct transfer of funds that does not fluctuate throughout the year.

2022 Conservatory Expenses by Category



Conservatory Expenses



Revenue Sources

The main source of revenue at the Conservatory is rentals. Rental revenue was the highest on record in 2022 since the Conservatory has been offering rentals to the public. Rentals increased by 75% over 2021 and were up 70% over budgeted expectations. Compared to the second largest year for rentals, 2019 in which rentals were \$63,000 compared to \$76,000 in 2022. Like the District's other historic properties, Cheney Mansion and Pleasant Home, we experienced a large influx of rental customers coming out of the pandemic.

Weddings were the largest source of revenue, followed by baby showers, birthday parties and graduations. Saturday afternoons and evenings are the most popular rental time followed by Sunday afternoons. The average length of rental time is 5 hours. Most rentals at the Conservatory book on an average less than 3 months in advance, unlike Cheney Mansion and Pleasant Home

Photo permits are also a small part of rental revenue. The Conservatory only issued photo permits after business hours in 2022 due to higher visitor counts on the weekend. Photo permits are issued to not conflict with our daily visitors' enjoyment of the Conservatory and our private rentals. In 2023, scheduled daytime photo permits will be available as the demand has grown for these types of permits.

Children's Birthday Party packages are a part of rentals. Birthday parties were reintroduced in June of 2021 after the pandemic. Limited parties were booked initially. As the COVID vaccine became available to children, party bookings increased near the end of the last quarter in 2021 and into 2022. 47 children's birthday party packages were booked in 2022.

The second largest source of revenue at the conservatory has become the gift shop, despite the physical gift shop closing on March 20, 2020 due to the pandemic. Gift shop space has been converted to the receptionist office and an online order pickup holding area. The Conservatory has shifted all gift shop revenue to a combination of online and in person plant sales. Throughout the year, the Conservatory hosts a range of specialty plant sales to the public, often time coupled with free nature and gardening lectures. In addition, the Conservatory has a plant cart in the lobby selling various plants grown at the Conservatory throughout the year. The following is a listing of plant markets and their revenue.

Winter Seed Sale – new for 2022	Succulent & Cacti Sale, \$1,100
Valentine's Market, \$1,300	Fall Mum & Bulb Sale, \$7,000
FOPCON's Spring Plant Sale \$47,953	Winter Greens Market, \$26,000
Mother's Day Teacup Garden Kits, \$1,200	Plant Cart Sales, \$ 11,000
Pollinator Perennial Sale, \$3,200	Misc., \$3,500

In addition to their source of revenue, plant sales attract new visitors to the Conservatory looking for a local source of plants. Holding these sales scattered throughout the year help to keep our visitors engaged year-round with the Conservatory. The pollinator plant sale helps to promote using beneficial plants not only in our parks but in-home gardens to support pollinators. Proceeds from this sale cover the cost of over 1,100 native plants and perennials planted in our parks by

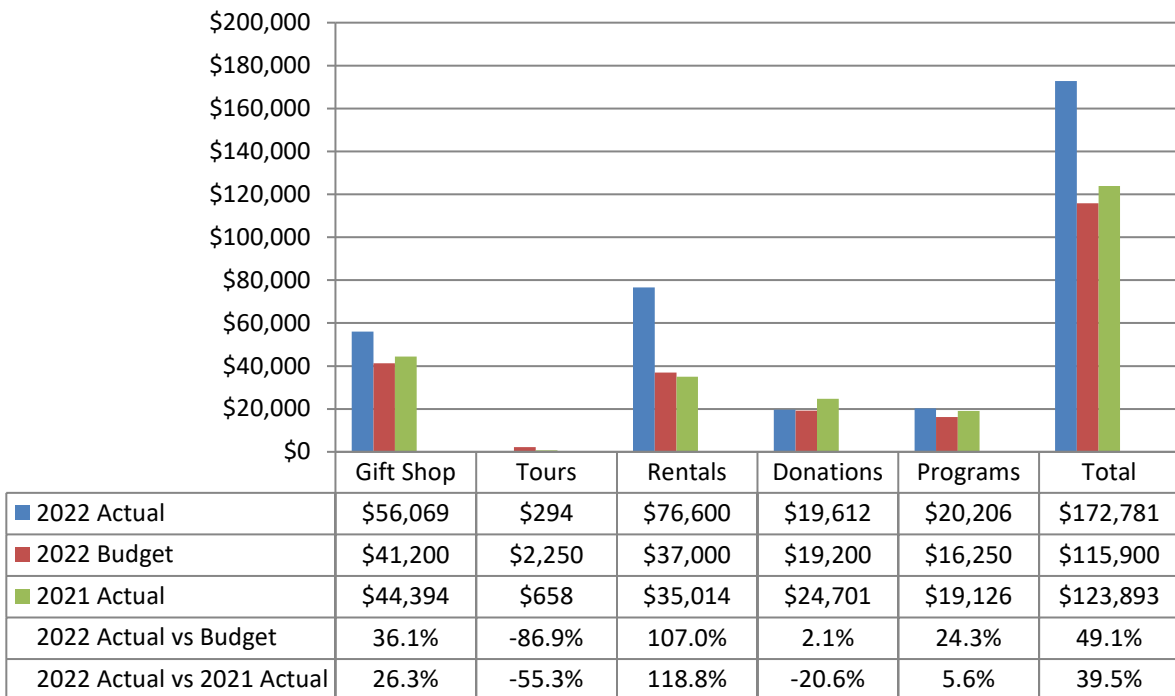
Conservatory staff in 2022. For the third year Dombrowski's Christmas Tree Farm sold trees out of the Rehm Pool Parking lot while the Conservatory sold wreaths, garland, swags, winter container arrangements, and fresh cut greens to coincide with the Christmas tree sales.

Donations ran in line with budgeted expectations. FOPCON contributions are a portion of this budget line. This budget line also includes donations at the door and the Daffodil Memorial program. Daffodil Memorial program had three individual \$250 donations in 2022. The adopt a parrot program was created in 2022 and will officially launch on the website in 2023.

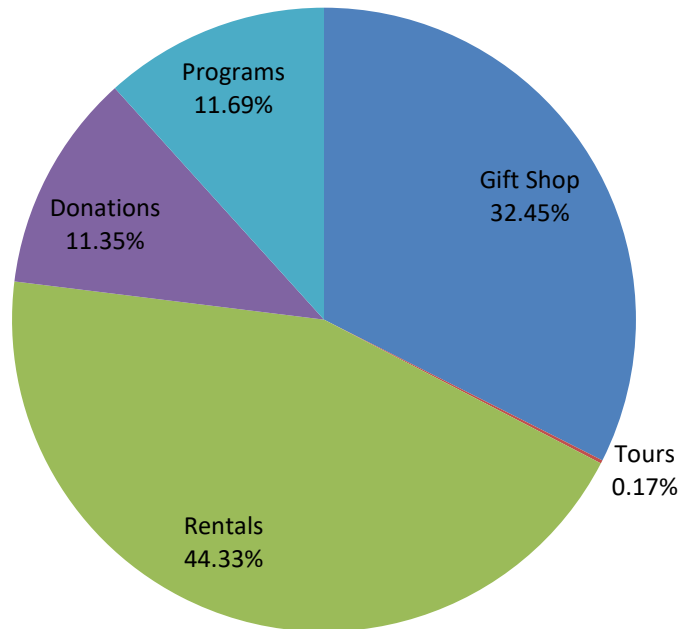
Free tours made a strong return in 2022 but paid tours were slow to return. There were 27 free tours with 926 students. Free tours are offered to all schools in the Oak Park Public School District. Paid tours constitute private schools and adult tours such as the Historic Home and Garden tours and Diverse Learners tour. All tours are facilitated through the Friends of the Oak Park Conservatory.

Programs saw an increase in budgeted expectations due to an increase in special event attendance. Most special events such as Fright at Night and Candlelight Walk were sold out. Attendance numbers for special events were forecasted to be lower due to the uncertainty of the comfort of the public returning to special events coming out of COVID. FOPCON's Uncorked is included in the budget line. This ticketed event is collected by the Park District with funds given back to FOPCON.

Conservatory Revenues



2022 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 36 years, the Friends have been promoting the Conservatory and supporting programs through their educational outreach, volunteer coordination, and direct financial support. During 2022, the Friends continued to make great strides connecting with and expanding their donor base as well as providing programming and volunteer support at the Conservatory. The Friends annual plant sale was carried out at the Conservatory by the Park District in 2022, with over 568 orders, grossing \$47,953 in revenue with a \$32,000 net.

Friends Cash Contributions

Friends provided direct financial contributions to the Conservatory during 2022. In addition to the financial contributions in 2022, the FOPCON board approved a \$7K grant to the Conservatory for plant material for the showrooms to be spent in 2023. Financial contributions in 2022 included:

- \$2,366 Fall Fest pumpkins & decor

- \$3,532 direct cost for beneficial bio controls for plant sale growing
- \$2,263 for 50% of the shared cost of the copier lease agreement

Friends Volunteer Contributions

Friends provided over 3,600 volunteer hours in the areas of plant care, education, special events, operations, and committee work, the equivalent of almost 2 ½ FTEs.

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 2022, to identify areas to serve the public in person and through continued successful virtual nature and gardening lectures. This is a partnership that is able to offer so much to the public through dedicated staff and volunteers. Volunteers are the key to supporting many of our programs. In 2022, the Friends of the Oak Park Conservatory and the Park District of Oak Park renewed a three-year PACT agreement. The main updates occur under Section 8 which identifies a percentage of the funds raised by FOPCON to support the Conservatory beginning in fiscal year 2023 (October 1, 2022 – September 30, 2023). This section also includes a commitment from FOPCON to support capital campaigns that benefit the Conservatory. Fall Fest sponsorship is not included in the 12% monies identified for the Conservatory but will be a separate request if FOPCON desires to support in the future.

PROGRAMS & SPECIAL EVENTS

In 2022, the Conservatory and FOPCON hosted virtual programming and in-person special events and programming to serve our public and attract new visitors to the Conservatory. The following is the number of registered participants for these programs and special events:

- May 1st Spring Open House – over 50
- Open House Chicago – 730
- Storytime – over 1,000
- Toddler Exploration Time – 277
- Discovery Garden Exploration Time – 657
- Uncorked – 409
- Spring and Fall Plant and Tools Exchange – 57
- Fall Fest – estimated 1,800 visitors with over 900 pumpkins given to children.
- Fright at Night – 660
- Candlelight Walk – 450

- Over 150 letters to Santa
- 11 Free Virtual nature and gardening lectures with 575
- Weekly Story Time with over 1,400
- Quick Sketch Garden Design for 22 homes served
- Tours with 27,926 students

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 including: four full-time employees: Director of Horticulture, Horticultural Supervisor, Greenhouse Supervisor, and Conservatory Technician; and part-time employees: two Receptionists, two IMRF Landscape Specialists, one IMRF Historic Estate Gardener, one Bird & Fish Caretaker, and Rental Attendants. During the summer months, the Conservatory employed additional seasonal staff used to assist the regular full and part-time staff with landscape maintenance needs in the parks. In 2023, staff will include an additional part time IMRF position in place of two seasonal positions to better support the beginning of the spring season as well as late fall cleanup in the parks and dormant winter pruning.

Each employee during 2022, 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 Sustainability Committee and Environmental Sustainability Advisory Committee.

Following are staff development and achievement highlights from 2022:

- Conservatory Director (Patti Staley)
 - Oversaw operations of Conservatory & Landscape Park Maintenance in our parks
 - Oversaw landscape maintenance at the District's natural areas: Lindberg, Austin Gardens, Field Park, and Taylor wetland performed by staff in-house
 - Collaborated in the FOPCON PACT agreement renewal
 - Collaborated weekly with the Friends of the Oak Park Conservatory on special events and programming
 - Managed fiscal year 2022 Conservatory Budget

- Organized and implemented special events at the Conservatory including Fall Fest, Fright at Night, Candlelight Walk, Winter Greens Market, Valentine Market, Succulent & Cacti Sale, and the Mum & Bulb Sale
- PDOP liaison to the Environmental Sustainability Advisory Committee
- Committee chair of new staff Sustainability Committee
- Horticulture Supervisor (Patrick Manieri)
 - Oversaw landscape maintenance of all park planting beds
 - Oversaw landscape material & tool purchasing
 - Assisted in overseeing special Conservatory events
 - Obtained Illinois Pesticide Applicators License
 - Attended PDRMA Help, Essentials of Human Resources
 - Member of the PDOP Sustainability Committee
- Greenhouse Supervisor (Dusan Lepojevic)
 - Oversaw care of the conservatory collection and production greenhouses
 - Assisted overseeing special events at the Conservatory
 - Assisted in overseeing plant markets at the Conservatory
 - Obtained Illinois Pesticide Applicators License
 - Attended PDRMA Help, Essentials of Human Resources
 - Oversaw the Cheney Gardens volunteer group growing 415 lbs. of produce donated to local food bank
- Conservatory Technician (Mark Omi)
 - Maintained ISA arborist certification
 - Cared for our parks natural areas and landscapes
 - Maintained greenhouse systems
 - Performed repairs to wind damage in East Growing House ridge vent
 - Assisted in review of the design of the north wall renovation capital project

- Landscape Technicians (Jennifer Suszeck and Alex Hayes)
 - Cared for our park's natural areas and landscapes
 - Assisted with weekend watering and care of the Conservatory collection
 - Assisted with the Winter Greens Market and special events
- Cheney Mansion Gardener (Haley Mae Motts)
 - Cared for the Cheney Mansion gardens through the summer and fall season
 - Oversaw the Cheney garden volunteers
 - Assisted Conservatory staff with weekend watering needs
 - Assisted with Winter Greens Market and special events
- Customer service: Receptionist (Janice Evans) and Rental Coordinator (Heather Jensen)
 - Maintained daily visitor log
 - Perform sanitation of public areas
 - Coordinated and over saw 120 rentals, 47 birthday parties, and 8 photography permits
 - Greeted over 32,000 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, as well as toys, and supplies
 - Oversaw weekend cleanliness of the facility

FACILITY IMPROVEMENTS

The following facility improvements completed at the Oak Park Conservatory in 2022:

- HVAC annual repairs included replacing air handler and AC unit in Conservatory lobby
- Project design and installation of the Conservatory North Wall Restoration Capital Improvement Project
- Re-skinning of the Poly greenhouse and sidewalls with updated Wadsworth controls

SUSTAINABILITY

The following sustainability achievements occurred at the Oak Park Conservatory in 2022:

- Solar Production: 22,800 MWh, which is equivalent of saving 412 trees; the Conservatory solar field provides about 28% of the building's electrical usage
- Started a staff Sustainability Committee
- FOPCON volunteers weekly sanitized plastic plant containers for reuse
- Grew and installed over 1,100 natives and perennials to build healthy plant communities in our parks
- Replaced 15% single use plastic pots to Cow Pots (100% renewable & recyclable USDA certified biodegradable pot) for the FOPCON plant sale
- Community collection days for collecting and recycling plastic plant pots
- Halloween Trick or Trash recycling program

INNOVATIONS

The following new events, programs, practices, and innovations occurred at the Oak Park Conservatory in 2022:

- Two raised vegetable beds built by BSA Troop 20 Eagle Scout, Alex Uz, for Cheney Mansion
- Cheney Mansion garden volunteer group donated 553 hours of time and 415 pounds of produce to the local food pantry
- The Conservatory's pollinator plant sale was held in June. Over 1,100 pollinator plants were grown at the Conservatory for the sale and our parks. Sales from the pollinator plant sale offset total costs for natives and perennials plants that are being planted across our parks this year.
- Adopt a parrot program created
- Ventilation system improved in the showrooms as part of the capital north wall restoration project
- Over 3,000 daffodils and tulips planted in the parks

LOOKING FORWARD – 2023

In 2023, 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 2023:

- New Winter Seed Exchange Community event
- New Conservatory Website design by the Marketing Department
- Installation of drip irrigation system for growing mums & poinsettias
- New team member to become ISA certified arborist
- Tree care to fall under the wing of the Conservatory Department
- Expanded use of sustainable plastic pot alternatives for public sales
- Automation of south side vents in the showrooms
- State Museum Grant Application for historic door entrance restoration project
- Application for Oak Park Conservatory logo on road attraction signs east and west of the Harlem exit on Interstate 290.



IPRA Environmental Report Card

Park District of Oak Park

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



Memo

To: Jake Worley-Hood, Chair, Parks and Planning Committee
Board of Park Commissioners

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

CC: Jan Arnold, Executive Director

Date: February 23, 2023

Re: IPRA Environmental Report Card 2023



Statement

Staff has prepared the 2023 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 2023 report card is a grand total of 202 points with a 90% score.

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 continuously look for ways to improve our impact on the environment with everything that we do.



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?	<input checked="" type="checkbox"/>			1
	If you answer YES to item 1a, proceed to questions 2, 3 and 5. If you answer NO, proceed to questions 4 and 5.				
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		<input checked="" type="checkbox"/>		
	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		<input checked="" type="checkbox"/>		
	Energy Conservation		<input checked="" type="checkbox"/>		
	Other: Please List		<input checked="" type="checkbox"/>		
	TOTAL NUMBER CHECKED			5	

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 checked="" 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 checked="" type="checkbox"/>		
	TOTAL NUMBER CHECKED	5 <input checked="" 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 checked="" 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 checked="" type="checkbox"/>		
	TOTAL NUMBER CHECKED	5 <input checked="" 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
	o. 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
	o. 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, an 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				
	TOTAL NUMBER CHECKED	5 <input checked="" type="checkbox"/>			
		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				
	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 checked="" 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 checked="" 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 checked="" 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				
	Re-creation of Natural Areas				
	Control Invasive Species				
	Increase Biodiversity/Wildlife Habitat				
	Native Landscaping				
	Storm water Best Management Practices (bio-swales, rain gardens, permeable paving)				
	Improve Water Quality				
	Proscribed Burning				
	Bank Stabilization				
	Sediment & Erosion Control				
	Other: Please List				
	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"/>			
	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"/>			
	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"/>			
	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				
	Renewable Resource Content				
	Minimum 30% Post Consumer Materials				
	Low VOC Furnishings, Paints, etc.				
	Low Toxicity Cleaning Products				
	Locally Produced Materials/Products				
	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				
	Special Events				
	Program Participants				
	Contracted Vendors / Program Instructors				
	Other: Please List				
	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 Green Purchasing			<input checked="" type="checkbox"/>	
	TOTAL NUMBER CHECKED	5			

TOTAL POINTS	28
GRAND TOTAL OF ALL THE SECTIONS COMBINED	182
TOTAL POSSIBLE POINTS	202
PERCENTAGE	90%

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 _____