

Commissioner 2017 Budget Questions - November 16, 2016

Question	Commissioner	Question	Fund	Division	Budget Document	Attachment	Response
1	Wielinski	Can we extend our food program to weekends, holidays, etc? Look at working with MPS to extend food program when school food program is not operating.	General	Recreation	Commissioner's Questions Nov. 2 #87		Minneapolis Public Schools (MPS) is now able to supply meals to students during weekday non-student contact days. MPRB and MPS staff are working to see if those weekday non-student contact day meals can be provided at recreation sites and if meals can also be provided on weekend days at MPRB recreation sites. MPRB and MPS staff are exploring alternative arrangements to provide this meal distribution, however, it is too early to tell if such meal distributions are feasible, logistically and financially.
2	Musich	Rehab 5 year Plan – provide by mid-December 2016 . Present to the Board,public, and post on website	Capital	Environmental Stewardship			In January, staff will present the methodology used to determine project selection and priority rating. This presentation will include a preliminary list of rehabilitation projects for the first 5 years of NPP20.
3	Erwin	Have someone with a formal horticulture background to oversee the formal gardens	General	Environmental Stewardship			Staff is working to convert an existing Gardner position to a Horticulturist position in 2017.
4	Vreeland	Provide public communication about project delays in the CIP	Capital	Planning			A message explaining the decision making process regarding the shift in capital funding is being sent out on Monday, November 14. The message will provide clarity on the project delays in the proposed CIP. The message will be sent out as a gov delivery message to East Harriet Neighborhood Association, District 6 Planning Group, District 6 News Group, Lyndale Farmstead Rec Center group, and to Mari Steinbach, SW Service Area Manager and Ann Lynch, Recreation Specialist at Lyndale Farmstead Recreation Center.
5	Vreeland	I asked at our last meeting about consideration of no cost or low cost meeting rooms in some rec. centers to welcome groups without financial means an opportunity to use some of our smaller rooms. It is an idea to welcome more groups into our park buildings when park staff are working their normal hours.Since our rec. centers have different configurations, we might start out with a pilot project with one room in each park district that would be available as a first come, first serve, meeting space if it has not been otherwise reserved by a rental request...Keeping our other building rental fees the same.	General	Recreation			Making specifically designated free spaces in each recreation facility on a first come, first serve basis does not entirely meet the needs of regular users. In most cases of scheduled space requests, users are seeking space during specific times and dates. Offering free space on a first come, first serve basis diminishes the opportunity for advertising the event or meeting and giving attendees appropriate advanced notice. To the extent possible, or when appropriate, the MPRB can and will make activities that have been private activities (i.e. bridge groups, card groups) free public activities that are Park Board programs open to everyone, thereby meeting the needs for these activities but not limiting access to the programs.
6	Vreeland	I would like to continue our efforts for Integrated Pest Management and Ecological Restoration which has included the Conservation Corps, Volunteer coordination, the use of Teen Teamworks and Mississippi Green Team for Ecological Restoration, and other strategies. How are these included in the proposed budget?	General	Environmental Stewardship			The current service level budget includes funding for one (1) Conservation Corps crew, a Volunteer Coordinator, and funding for both Teen Teamworks and the Green Team.
7	Vreeland	What is the status and funding detail of the Ecological Systems Plan?	General	Planning			Planning intends to re-start the Ecological Systems Plan under the direction of a new senior planner. Funding of \$90,000 from 2010 O&M Lottery Proceeds and the Mississippi Watershed Management Organization are supporting the planning effort.
8	Forney	Would like to have a Glossary for all acronyms added to the budget book	All	Deputy Superintendent			Staff will look at adding a glossary to the adopted budget book that is published in January.
9	Forney	Permit schedule for Rec Ctrs use - please add the fee schedule	General	Recreation	Commissioner's Questions Nov. 2 #6 & #90		Recreation Center Facility Use Fees are listed in the Superintendent's Recommended Budget on page 180.
10	Forney	A nice clear graphic or basic explanation would be useful to share with constituents who are confused about our budget. I know this is not a simplistic budget but as much clarity as possible would be helpful.	General	Deputy Superintendent	Commissioner's Questions Nov. 2 #16		Staff will look at developing a budget at a glance document that can be posted on the website and given to Commissioners in January.

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11	Forney	Please share the job description for the Street Reach and Community Engagement staff	General	Deputy Superintendent/ Recreation	Commissioner's Questions Nov. 2 #20	Yes	Job Descriptions for the Community Engagement Coordinator and StreetReach Worker are attached.
12	Forney	Racial Equity in Procurement: what have other park systems done that could be instituted or, at least, encouraged in the City's process. you may not have that information now but would be helpful for the next year.	General	Deputy Superintendent	Commissioner's Questions Nov. 2 #23		When MPRB policies and procedures are developed, reviewed and/or revised, research is done to identify best practices and to look at what other park systems and government agencies have in place that can help inform the direction the MPRB will follow. The Finance Department is beginning this process for Procurement in 2017.
13	Forney	Are we at capacity for tree planting? Detroit is planting One Million trees per year. Is there a need to plant more?	General	Environmental Stewardship	Commissioner's Questions Nov. 2 #29		The Forestry department has made tremendous improvements to the tree planting operation. The number of trees planted exceeded 8,200 trees per year for the past two years. The department is currently at capacity for planting trees throughout the city and park system.
14	Forney	Park parking policy/vision - craft a long range planning alternative to surface parking lots. What might that look like? Scherer site options? Upper Harbor alternatives?	Capital	Planning	Commissioner's Questions Nov. 2 #42		Parking needs across our system range with the activities of the park, the size and components within a recreation center, and the ability to access parks using modes other than personal passenger vehicles. As the future of parks are considered under Service Area Master Plans, parking needs would be quantified and, in some cases, modifications could be proposed. This is the case for the South Service Area Master Plan, where parking in some parks was reduced. Eliminating parking from parks may not be possible as a matter of equity, as was made evident in CAC meetings for the Calhoun- Harriet Master Plan. In that case, a position was stated that providing reasonable parking allowed for use of the park by residents and park visitors who do not live within walking or biking distance of the park. From a policy perspective, if parking remains a requirement, alternatives to surface parking can be extremely expensive--stacked parking can be more than 20 or more times the cost of a surface parking space. While parking quantities and even the size of parking spaces might be studied, it's difficult to envision parking being wholly removed from regional parks, and perhaps from many neighborhood parks as well.
15	Forney	Our signage is inconsistent - would like to read the Grand Rounds Manual. Conform to that?	General	Environmental Stewardship	Commissioner's Questions Nov. 2 #79		Staff is aware of the inconsistent signage throughout the park system and will be working over the next 5 years to develop and implement a system wide signage program.
16	Forney	Can we start to collect demographic data on our users at each center please?	Capital	Planning	Commissioner's Questions Nov. 2 #92		In 2016, Planning staff initiated park counts in some neighborhood parks as a pilot aimed at providing data similar to what is collected for regional parks. In the collection of that data, we would not make assumptions related to demographic data. In surveys conducted in the neighborhood park pilot counts, we asked for demographic information but did not require it. For recreation centers, ActiveNet software is capable of collecting demographic data from MPRB facility/amenity reservations and program registrations. This would require a series of questions when an individual creates an account and adds family members. This series of questions would also be used when an individual was speaking over the phone/in person with an MPRB representative. It is important to note that not everyone is or will share personal demographic information.
17	Tabb	On Dean Parkway where we are adding paid parking spaces, can I get a map showing the exact location of the current paid and newly added paid spaces.	Enterprise	Deputy Superintendent		Yes	Please see attached map.

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18	Tabb	Are we planning to add AC to any rec centers as a part of the rehab budget? If so, which ones.	Capital	Environmental Stewardship			The addition of AC will be considered as part of the rehabilitation and capital investment programs. Each recreation center will be evaluated for air conditioning. Based on that evaluation, staff will determine how best to install air conditioning for each center. Some centers may have air conditioning added as part of a capital investment project and some may have air conditioning added as part of a rehabilitation program.

**MINNEAPOLIS PARK AND RECREATION BOARD  
JOB DESCRIPTION**

**JOB TITLE: Community Engagement Coordinator**

Job Number:

Date Finalized: Draft 1/21/2013

<b>Department:</b> Community Outreach	<b>Accountable To:</b> Manager, Community Engagement
<p><b>Mission Statement</b> The Minneapolis Park and Recreation Board (MPRB) shall permanently preserve, protect, maintain, improve, and enhance its natural resources, parkland, and recreational opportunities for current and future generations. The Minneapolis Park and Recreation Board exists to provide places and recreation opportunities for all people to gather, celebrate, contemplate, and engage in activities that promote health, well-being, community, and the environment.</p>	
<p><b>Role Summary:</b> Coordinate and lead extensive community engagement strategies for an MPRB service area through collaborative community and organizational partnerships which result in the delivery of high level programs and services that are in alignment with the mission, vision, values, goals and objectives of the MPRB and meet the needs and interests of diverse communities.</p>	
<p><b>Duties:</b> Performs under the general supervision of the Community Engagement Manager and is responsible for, but not limited to, the following duties:</p> <p><u>Essential Duties:</u></p> <ul style="list-style-type: none"> <li>• Responsible for coordinating and leading the community engagement activities for an MPRB service area.</li> <li>• Responsible to plan, coordinate and facilitate service area community engagement services through varied and strategic outreach efforts, strategic program and service analysis, and various survey methods to gain input and facilitate improvements and access to MPRB facilities, programs and services.</li> <li>• Develop and administer a comprehensive evaluation system for service area initiatives, facilities, and services to ensure they meet the current and future needs and demographics of Minneapolis neighborhoods and the city and integrate the mission, goals, policies and priorities of the MPRB.</li> <li>• Assist in the design, implementation and updating of various survey methods, data collection, strategic program and service analysis, resource data bank, performance measures, community engagement initiatives, community and business partnerships, and the MPRB website relative to the effective operation of MPRB community engagement initiatives.</li> <li>• Provide relevant and effective guidance, tools and resources to service area staff to enhance and strengthen community relationships and partnerships.</li> <li>• Assist in the development of policies and procedures that promote best practices for community engagement and outreach, and program and service delivery in accordance with Board policies and organizational mission and goals.</li> <li>• Effectively promote interest in park and recreation activities through joint initiatives with community groups and partnering organizations, social media, resource fairs and through presentations before citizen groups, students and other organizations.</li> <li>• Develop effective working relationships with MPRB management and staff to assure support for</li> </ul>	

coordinated high level service delivery across a service area.

- Effectively summarize data and prepare reports for use in decision-making.
- Identify and maximize resources through joint/group efforts, engage all communities within Minneapolis, and facilitate a seamless connection to identified resources and communities within Minneapolis.
- Create and maintain up to date information and resources for innovative and best practices in the field of parks and recreation; assist service area staff in accessing resources; and assist staff in implementing innovative and best practices across the service area.
- Facilitate meetings and identify and implement various methods for gathering input, hearing feedback and advocating for participation and use of service area activities and facilities.
- Organize community mapping to maintain current data base on service area resources, assets, deficits and demographics.
- Facilitate meetings, develop and implement various evaluation tools for service area activities; analyze and interpret data and prepare clear and concise reports.
- Successfully integrate engagement work across the service area serving as a liaison and representative of Community Outreach Department.
- Foster and demonstrate effective relationship building in a collaborative environment including working across department lines and forming partnerships that foster better citizen services; eliminate barriers to achieving results; take full advantage of available resources; and provide input in the development of service area and department short and long range plans.
- Work collaboratively with Marketing and Communications Department to promote interest in service area community engagement activities through various promotional venues, social media, resource fairs, and presentations.

#### Related Work:

- Effectively maintain various data bases of stakeholder groups.
- Compile collected information for presentations to the service area, other leadership and community groups, and MPRB Board.
- Proactively and effectively coordinate work with Park Board divisions and departments, with particular focus on Recreation and Environmental Stewardship Divisions, and Park Police Department to provide broad community access to parks and park programs and services.
- Organize and supervise internship program.
- Effectively manage professional contracts and community/business partnerships and comply with grant and donation requirements to ensure they support the Park Board's goals and strategic directions.
- Advance sound environmental, health, and safety practices within service area activities and services.
- Contribute to the incorporation of technological improvements in the unit to improve customer service, operating efficiencies and to meet industry best practices.
- Proactively resolve external, internal and interdepartmental issues creating effective and timely solutions, and proactively negotiating/arbitrating conflicts, provide support as necessary, and promptly inform appropriate individuals and groups.
- Ensure that the American Disabilities Act regulations are met or exceeded.
- Serve actively on MPRB committees to ensure that safety, maintenance, planning and recreation services complement and support each other in addressing citizen interests, issues and needs, and

are in alignment with the mission, vision, values, goals and objectives of the MPRB.

- Respond effectively and in a timely manner to administrative requests.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Remain current in industry best practices and apply knowledge to best serve the MPRB.
- Keep the department manager promptly informed of matters as they relate to the unit, department and MPRB.
- Represent the Park Board in public meetings, on outside agency committees, and community events.
- Perform other related duties as apparent or assigned.

### The Way We Work

The Employees of the Minneapolis Park and Recreation Board...

- Work and accept responsibility to search for, create and execute new and innovative approaches to improve the performance of Park Board services and objectives.
- Assist external and internal customers to serve their needs and take responsibility for continuously improving customer service.
- Foster meaningful interaction among people through the exchange of information to produce understanding.
- Continuously develop and use effective strategies and interpersonal styles to engage and guide others toward the accomplishment of identified objectives and goals in the best interest of the Park Board and community.
- Consistently work toward the common good of the organization and encourage others to do the same.
- Conduct themselves at all times in a professionally appropriate and respectful manner.
- Apply the proper safety/security practices according to established protocols, guidelines and policies.

### **Knowledge of** (position requirements at entry).

- Modern principles and best practices of community engagement and outreach.
- Modern principles and best practices of needs assessment, group process, survey methodologies, data collection and analysis, strategic program and service analysis, and resource data bank management.
- Cultural competence in engaging with people from diverse communities.
- Quantitative methods used in research, assessment and work process analysis.
- Contemporary principles and best practices of park and recreation.
- Outstanding customer service principles and practices and standards for a diverse customer base.
- Basic understanding of contemporary marketing principles and practices for diverse customer base.
- Contemporary principles and practices of strategic planning and implementation.
- Basic contract laws and regulations.
- Pertinent federal, state, county and city laws, codes, ordinances and regulations.

### **Skills and Ability to:** (position requirements at entry)

- Demonstrate broad knowledge of parks and recreation functions.
- Thoughtfully organize and creatively administer community engagement activities for increased access to services and programs.

- Critically evaluate and analyze operations and data, using modern research methodologies, and provide meaningful reports to assist with the development of improved program and service delivery; translate data and research analysis to assist with the development and design of service and program improvements.
- Imaginatively and effectively identify and evaluate plan alternatives in relation to trends, costs, social pressures and needs.
- Understand, correctly interpret, and effectively utilize and communicate with others a variety of reports and records.
- Thoroughly evaluate program alternatives and make recommendations for improvements in MPRB programs, services, and facilities.
- Provide both oral and written communication that is easily understood and direct in its content.
- Listen effectively to understand thoroughly the intended message.
- Establish and maintain effective, respectful, and productive working relationships.
- Negotiate effective and appropriate solutions to difficult conflicts.
- Set appropriate priorities while coordinating multiple projects and meeting critical deadlines.
- Negotiate and meet deadlines and prioritize issues, identifying which issues require immediate attention and taking effective and appropriate action based on that determination.
- Solve problems and effectively handle critical, controversial and/or sensitive policy issues; maintain confidentiality in work-related matters.
- Demonstrate respect and sensitivity for cultural differences.

**Equipment:** (equipment necessary for successful job function)

Computer, Microsoft Office applications, data and research software systems, miscellaneous office equipment and a motor vehicle

**Training and Experience** (position requirements at entry)

- Bachelor’s Degree from an accredited college or university with a major in Parks and Recreation, Public Administration, Research and Statistics or closely related field.
- Experience in community outreach and engagement: at least three years
- Experience in development and implementation of evaluation systems and data analysis: at least two years.

**Licensing Requirements** (position requirements at entry)

Valid driver’s license. Certified Park and Recreation Professional (CPRP) desired.

**Physical Requirements** (*ADA requirement, will be evaluated by HR*)

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Standing, walking, driving, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Description Prepared By:**

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PROMOTIONAL LINE:
GRADE
LAST REVISION:



## **Part-time StreetReach Worker Job Description**

### **Program Description**

StreetReach Workers are trained to engage youth to promote positive behavior, intervene when youth are displaying negative, threatening or other inappropriate behaviors, mediate conflict, and connect them to community resources. StreetReach Workers are assigned to work in designated Minneapolis Park and Recreation Board (MPRB) neighborhoods and locations including at parks, libraries, churches and other youth-serving agencies, and on street corners and other places popular with youth. They connect directly with the Minneapolis Park and Recreation Board's Teen Teamworks, Youthline, and Recreation Center staff, and other youth-serving agency staff to provide coordinated services and support for Minneapolis' most at-risk youth.

### **Typical Duties**

The part-time StreetReach Workers conduct intervention and outreach activities under the direction of a full-time Youthline staff. Daily schedules and outreach locations are determined based on community and park needs. Specifically, the StreetReach Workers:

- Intervene and re-direct when youth are displaying negative, threatening or other inappropriate behaviors including foul language, fights, disrespectful attitudes, threats and gang-related behaviors.
- Mediate conflict between youth.
- Facilitate intervention follow-up meetings with youth and staff.
- Build positive relationships with youth.
- Provide mentorship and guidance.
- Promote Youthline and other Minneapolis Park and Recreation Board programs and resources.
- Promote other youth-serving agency programs and services and connect youth to them.
- Maintain positive verbal communication with youth.
- Maintain reports of intervention, assessments and contacts with youth.
- Other duties as assigned.

### **Work Schedule**

- Variable hours primarily afternoons and evenings until 10:00 p.m.
- Typically Mondays through Saturdays.

### **Requirements**

- Minimum three years experience conducting street outreach and youth development activities.
- Training in youth intervention strategies and techniques.
- Must pass criminal background check.

