



# 2018 Annual Budget



**Minneapolis  
Park & Recreation Board**





# Minneapolis Park and Recreation Board



## 2018 Annual Budget

# Minneapolis Park and Recreation Board Commissioners



**Brad Bourn**  
Commissioner District 6



**John Erwin**  
Vice President  
Commissioner At Large



**Meg Forney**  
Commissioner At Large



**Steffanie Musich**  
Commissioner District 5



**Jon Olson**  
Commissioner District 2



**Anita Tabb**  
President  
Commissioner District 4



**Scott Vreeland**  
Commissioner District 3



**Liz Wielinski**  
Commissioner District 1



**M. Annie Young**  
Commissioner At Large

# Minneapolis Park and Recreation Board and Executive Leadership Team

## Board of Commissioners

Anita Tabb

President

*Commissioner District 4*

Jon Erwin

Vice President

*Commissioner at Large*

Liz Wielinski

*Commissioner District 1*

Jon Olson

*Commissioner District 2*

Scott Vreeland

*Commissioner District 3*

Steffanie Musich

*Commissioner District 5*

Brad Bourn

*Commissioner District 6*

Meg Forney

*Commissioner at Large*

M. Annie Young

*Commissioner at Large*

## 2018 Commissioners-Elect

Chris Meyer

*Commissioner District 1*

Kale Severson

*Commissioner District 2*

AK Hassan

*Commissioner District 3*

Jono Cowgill

*Commissioner District 4*

Londel French

*Commissioner at Large*

Latrisha Vetaw

*Commissioner at Large*

## Executive Leadership Team

Jayne Miller

*Superintendent*

Jennifer Ringold

*Deputy Superintendent*

Jeremy Barrick

*Assistant Superintendent for Environmental Stewardship*

Michael Schroeder

*Assistant Superintendent for Planning*

Tyrize Cox

*Assistant Superintendent for Recreation*

# Minneapolis Park and Recreation Board

## Mission and Vision

### **Mission**

The Minneapolis Park and Recreation Board 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.

### **Vision to 2020**

In 2020, the Minneapolis park system is a premier destination that welcomes and captivates residents and visitors. The park system and its beauty are part of daily life and shape the character of Minneapolis. Natural, cultural, artistic, historical, and recreational resources cultivate outstanding experiences, health, enjoyment, fun, and learning for all people. The park system is sustainable, well-maintained and safe, and meets the needs of individuals, families, and communities. The focus on preserving land continues, with a strong emphasis on connecting people to the land and each other. Aware of its value to their lives, residents are proud stewards and supporters of an extraordinary park and recreation system.



# 2018 Annual Budget

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# 2018 Budget Message

January 1, 2018

President and Commissioners of the Minneapolis Park and Recreation Board,

In May 2017, the Minneapolis Park and Recreation Board (MPRB) was named the Number 1 park system in the nation for the fifth year in a row and earned another “five park bench” rating on **The Trust for Public Land’s ParkScore® index**. Also for the second year in a row, the MPRB was recognized as a Finalist, for cities with populations over 401,000, for the National Recreation and Park Association Gold Medal Award for Excellence in Park and Recreation Management. During July 29 – August 2, the MPRB co-hosted the Greater and Greener Conference that brought more than 1,000 urban parks leaders from around the world to the Twin Cities. MPRB staff from all departments put in a tremendous effort to make sure the conference was a success and showcased our amazing park system. It is because of the vision and commitment of those who have been here before us, and everyone who is committed to the Minneapolis park system today, that we receive these prestigious honors, recognitions and opportunities. It’s a wonderful tribute to all the dedication and hard work over our 134-year history. These honors, recognitions and opportunities are also reflective of the organization’s focused work in recent years to be at the forefront of innovation and to meet the changing needs of our city. As the demographics of Minneapolis changes, the MPRB is working hard to be responsive to the needs of our current community and plan for the needs of future residents through more diverse service delivery, modifications to the system of parks and park assets, the updating of policies that demonstrate the respect of varied cultural values and needs, and the expanded employment of a diverse workforce at all levels of the organization. I remain committed to this continued diversification of our organization and the expansion of diverse offerings throughout our city. I am extremely proud of our park system, the hard work of our employees, and the services we provide to our community and visitors from across the world.

It is my privilege to present the Board adopted 2018 Annual Budget. This budget supports the 20 Year Neighborhood Park Plan (NPP20) and continues to integrate criteria metrics and the use of the racial equity lens for budget allocations and decisions. Use of the racial equity lens is demonstrated in the 2018 Annual Budget in a variety of ways, including these five distinct and critical areas: department 2018 budget goals, neighborhood park capital improvement and rehabilitation funding, regional park capital improvement funding, recreation center funding, and 2018 budget adjustments. With the 2018 Annual Budget, the MPRB is the first and only park agency in the country to require, by ordinance, its entire Capital Improvement Plan use specific, transparent, data- driven measures to ensure racial and economic equity are accounted for in funding allocations.

This budget also continues to focus on sustainable funding, supporting ongoing operations, addressing threats to the urban tree canopy, continued refinement and implementation of operating efficiencies and targeted service delivery, and employment and asset investment alignments to meet changing demographic needs across the city. It reflects the MPRB’s



commitment to strategic long-term planning and supports the development of the MPRB's next comprehensive plan. It describes the strategic direction, implementation plan, and goals that will guide system-wide operations and initiatives in 2018.

On January 2, 2018, the Board will swear in a majority of newly elected Commissioners. This budget provides funding to the Board of Commissioners for training. I am also committed to assisting the Board in the development of the next comprehensive plan and the development of the Board's strategic direction and implementation plan for their current term.

The MPRB remains committed to establishing long-term financial sustainability in operations, rehabilitation, and capital infrastructure for all operations. Great strides have been made through organizational performance initiatives becoming an integral part of the MPRB way of doing business and the passing of the NPP20. While significant efforts have been made in addressing the funding gaps in our regional park system, recreation service delivery, internal services funds and enterprise fund operations there is still more work to be done. The MPRB is committed to addressing the ongoing financial challenges to ensure quality facilities and quality delivery of park and recreation services to Minneapolis residents and park users. This budget supports, as best as is possible within the resources available, the continuation of this important work.

#### **Sound Financial Management and Fiscal Responsibility**

The MPRB is committed to providing excellent services and maintaining an extraordinary park system within available resources. Significant progress has been accomplished to improve work performance and operating efficiencies. We have identified and implemented improvements to meet operational challenges by evaluating and adjusting core services and staffing levels, increasing workforce flexibility, improving worker safety, and evaluating the allocation of resources based on utilization and community need. This budget reflects a 4.2 percent property tax levy increase for our General Fund operations and a 1.2 percent property tax levy increase for the fifth year, of an eight-year program, for the Tree Preservation and Reforestation Levy to address Emerald Ash Borer infestation and tree loss due to storms. This budget focuses on balancing the need to maintain our existing facilities and programs with the importance of offering improved and new programs and services. This budget continues to improve the financial condition of the Enterprise and Internal Services Funds. This budget maintains the funding for the Park Land Acquisition Fund and includes additional funding for investments in operations facilities. The budget also continues the multi-year initiatives, including RecQuest and service area master planning, to provide system-wide reviews of facilities and other assets needed to meet today's recreation and operational demands and establish a long-range facility reinvestment strategy that aligns demands with available resources.



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## Diversity, Inclusion and Racial Equity

Because parks play an important and special role in people's quality of life, the MPRB embraces its responsibility to foster diversity, inclusion and racial equity in all aspects of the organization. Since 2011, the MPRB has focused efforts and made a commitment to reach out, connect with and serve groups and individuals who have traditionally been underserved including immigrant communities, communities of color, the LGBTQ community, and differently abled members of our community. The Community Outreach Department was created for this purpose. Since its inception in 2011, they've lead organizational efforts to build and maintain critical relationships with underrepresented communities and serve as a bridge for the organization to provide equitable access to and the use of parks, programs, opportunities, and information. Since 2014, the MPRB has been an active member of the Government Alliance on Race and Equity (GARE), and is participating in local and national movements to advance opportunities for all, across the park system and within the organization. We are having conversations about race and putting strategies into practice. Through the work with GARE, the MPRB is developing a common understanding about racial equity and tools to guide integrating racial equity into our work. Significant actions include the development and adoption of the Criteria Based System for Capital and Rehabilitation Neighborhood Park Project Scheduling Ordinance, the development and adoption of the Criteria Based System for Regional Park Capital and Rehabilitation Allocations Ordinance; and the development and implementation of the Racial Equity Action Plan.

MPRB's commitment is reflected in the wide range of work that has been completed or initiated in 2017, including implementing our racial equity action plan; expanded GARE participation, identification of Internal Influencers, and the establishment of Internal Influencers training and support; ADA transition plan implementation, expanded staff knowledge through participation in the National ADA symposium, and the establishment of the ADA management team; gender inclusion policy development and collaboration with the City of Minneapolis to host the Minneapolis Trans Equity Summit; and enhanced participation in the Urban Scholar program and the development and implementation of the Park keeper Trainee program through partnership with the Minneapolis Urban League.

The 2018 Budget supports the racial equity action plan implementation; completion of the gender inclusion policy; continued development of trainee/apprentice programs; and continued development of criteria-based systems for budget allocations. This budget utilized a criteria-based system for the allocation of the Recreation Centers and Programs Department operating budget and utilized a racial equity lens for budget decisions. This information was used individually and in aggregate to ensure that additions and reductions to the MPRB budget either enhanced racial equity or did not increase racial inequity. This budget also utilized the criteria based ordinances for neighborhood and regional parks in the development of the 2018-2023 Capital Improvement Program.



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## Responsive Service Delivery

The MPRB must constantly evolve and be responsive to the changing demographics and needs of the community. This budget continues to focus on addressing the increase in park attendance and usage as well as the increase in demands for new and varied programs and services. To provide responsive service delivery within existing resources, the revenue and expense sides of the budget were considered to make appropriate allocation shifts and changes to provide responsive service delivery. This budget reflects the second year of funding through the NPP20 focusing resources towards neighborhood parks for maintenance activities, rehabilitation projects and capital projects. This budget includes the opening of Phillips Community Center Pool, Northeast Recreation Center, Meadowbrook Golf Course, and the Minneapolis Sculpture Garden. This budget includes expanded programming and improved service delivery in the Recreation Division with adding full-time lifeguard positions in the Athletic Programs, Aquatics & Ice Arenas Department; an increase in part-time staffing, materials and supplies, contractual services, and outdoor supervision in the Recreation Centers and Programs Department; and the addition of a Youth Engagement position and increased funding for therapeutic recreation and inclusion services in the Youth Development Department. This budget includes funding in the Park Police Department for part-time police officers to expand current service levels and enhance special event capacity. This budget includes additional funding in the Asset Management Department for regional park maintenance materials and supplies. This budget supports enhanced natural resource management in the Environmental Management Department with an additional Natural Resources position. This budget includes improved service delivery in the Information Technology Services Department with the addition of two software database support positions. Fee and rental revenue is increased due to greater usage, new program offerings, and some market rate fee increases. Reductions are realized in operating expenses due to improved operating efficiencies, technology enhancements, and historical spending patterns.

The MPRB began the 2018 budget process with the Board retreat in May 2017 and completed the budget process with the adoption of the 2018 Annual Budget. This budget is the culmination of a great deal of work, including thoughtful consideration and input from the Board of Commissioners and staff.

I thank all the members of the Board and staff for their efforts during this year's budget process to be outstanding stewards of and to provide services to meet the recreational needs of all Minneapolis residents and users of our amazing and diverse park system.

Sincerely,

Jayne Miller  
Superintendent



# 2018 Budget Highlights

## Board Direction

The Minneapolis Park and Recreation Board (MPRB) began the 2018 budget process with a retreat held in May. During the retreat, staff shared that many factors are impacting the MPRB five-year financial outlook and 2018 budget. Broad financial impacts identified by staff included cost implications related to labor contract negotiations; continued Enterprise Fund and Internal Service Fund stabilization; workforce stabilization addressing MPRB policies and practices for hiring temporary, part-time and seasonal staff; and the impact of the city minimum wage increase on part-time staffing costs. The Superintendent also shared information regarding the implementation of the 20 Year Neighborhood Park Plan including the timeline for implementation of improved maintenance service levels, rehabilitation programs and capital projects.

The Superintendent recommended a proposed 3.9 percent property tax levy increase which included 4.0 percent for the General Fund annual operating increase, and 1.2 percent for the Tree Preservation and Reforestation Levy to address Emerald Ash Borer infestation and tree loss due to storms. Even with these proposed increases, the MPRB would begin the budget process with an estimated deficit of just under \$800,000.

The Board of Commissioners discussed concerns regarding the impacts to the MPRB with the City \$15 minimum wage initiative. The Board directed the Superintendent to present a 2018 recommended budget with a property tax levy increase that would include the impact of the \$15 minimum wage. On June 30, 2017, the City Council approved a municipal minimum wage ordinance. Based on Board direction to the Superintendent the property tax levy increase was modified to 4.1 percent which includes 4.2 percent for the General Fund annual operating increase, and 1.2 percent for the Tree Preservation and Reforestation Levy to address Emerald Ash Borer infestation and tree loss due to storms. With this direction, the MPRB began the budget process with an essentially balanced budget, rather than a deficit of just under \$800,000.

## 20 Year Neighborhood Park Plan

One of the most significant and historic moments for the MPRB was the adoption of the 20 Year Neighborhood Park Plan (NPP20) concurrent Ordinances passed by the Mayor and City Council and MPRB Board of Commissioners on April 29 and May 18, 2016, respectively, and the Criteria Based System for Capital and Rehabilitation Neighborhood Park Project Scheduling (Criteria Based System) Ordinance passed by the MPRB Board of Commissioners on July 6, 2016. The NPP20 concurrent Ordinances ensure an additional \$11 million, with scheduled inflationary increases, in annual funding for 20 years to the MPRB to revitalize Minneapolis' renowned network of neighborhood parks and also protects the current \$2.5 million a year in funds the



MPRB receives from the City for capital improvements. The Criteria Based System Ordinance establishes an objective, criteria-based system to ensure that racial and economic equity criteria are utilized in determining the distribution of funds to neighborhood parks during the period of NPP20.

The passage of these Ordinances was the result of two years of community education and engagement that included sharing information, getting feedback and priorities on, and discussing how to close the city-wide neighborhood park maintenance, rehabilitation and capital investment funding gap. It will have lasting positive impacts on the park system, the residents we serve, and the city for generations to come. It would not have been possible without the support of Commissioners, the Mayor and City Council Members, staff and those in the community, from residents to advocates to partners, who believe in the park system and all that it provides.

The 2018 Annual Budget is the second year of the NPP20 and includes a MPRB General Fund property tax levy of \$3.1 million to support enhanced maintenance of neighborhood parks. This funding which was established in 2017 focuses on improving system-wide neighborhood park maintenance service levels in mowing, tree pruning, roof inspections, seasonal plumbing start up and shut down, and maintenance of playgrounds, buildings, sidewalks, parking lots, gardens and natural areas.

The NPP20 also includes a total of \$ 10.5 million for investments in rehabilitation and capital for neighborhood parks (\$2.5 million of annual allocation that predates NPP20 and the additional \$8.0 million that was provided through the NPP20 ordinances). The MPRB 2018 – 2023 Capital Improvement Program (CIP) for Neighborhood Parks was developed utilizing the Criteria Based System to allocate funds to projects in years 2022 and 2023. For 2018 – 2021, the capital projects and rehabilitation categories and amounts adopted by the Board in 2016 are honored and remain in the CIP with NPP20 dollars providing additional projects or enhancements to already planned capital projects as well as providing funding in new rehabilitation categories and additional funding for existing rehabilitation categories. Proposed capital project funding is specific to each park and will remain allocated to that park and allows for community engagement and input which is critical when making future park improvements. If the community determines a different site improvement other than the improvement recommended by the Superintendent, capital project dollars will be reallocated to fund that improvement. System-wide neighborhood park rehabilitation will focus on ADA improvements, building repairs, roof and sidewalk repairs, park lighting improvements, repair and replacement of HVAC systems, below-grade infrastructure and maintenance facility improvements, with repairs at multiple sites throughout the city every year.

The 2018 Annual Budget includes the second year of the NPP20. The NPP20 maintenance is budgeted in the General Fund. The NPP20 rehabilitation and capital are budgeted in the Capital Projects Funds.



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## Factors impacting 2018 Budget

In July, staff began preparing department budgets for inclusion in the 2018 Annual Budget. The following key factors were identified, considered and provided a basis for decision making during this process.

**Key Financial and Service Challenges** – Several significant financial and service challenges facing the MPRB remain. Staff work hard to meet these challenges while providing the best possible services and programs for park visitors.

- **Regional park maintenance**

While operational improvements have been implemented over the past five years to improve operating efficiencies and worker safety, there is still inadequate funding for general regional park maintenance activities. Additional resources are necessary to provide adequate regional park maintenance services. The implementation of standard operating procedures for both neighborhood and regional park maintenance in conjunction with facility and park amenity assessments will identify areas to focus maintenance activities.

- **Recreation Centers and Programs and Youth Development services**

Operational efficiencies have been implemented to improve service delivery over the past four years and outdoor supervision has been expanded in each of the past two years; however, funding levels for recreation services continues to be a challenge for the delivery of quality recreation services. Indoor supervision at recreation centers, particularly the gymnasiums, remains an ongoing problem that isn't fully solved by StreetReach because staff is largely dedicated to outdoor spaces. Adequate supervision at all recreation centers is critical, especially so at heavily used sites.

- **Parkway paving and parkway lighting**

An analysis of parkway road surface and lighting conditions was completed in 2012 and provides a guide for investment level decisions. Adequate funding is necessary to improve pavement and lighting conditions. With the 20 year Street Plan, approved by the City at the same time as NPP20, new funding is available for the City of Minneapolis to address the needs of the city's streets, albeit funding for the parkway system is not included. Since 1995, City of Minneapolis annual funding levels for parkway paving and lighting has remained at \$700,000 and \$300,000, respectively. This level of funding fails to account for inflation and fails to recognize the needs for the parkways. While the parkway system is a critical element of the Minneapolis park system, parkways are also a part of the city's street system and are consistently used as a means of moving through the city for purposes other than recreation. Increased and appropriate funding from the City of Minneapolis is critical for parkway paving and lighting so that funding levels account for the needs of the parkway system and account for inflation since 1995.



- Federal Funding Uncertainty**  
 Changes in laws and regulations at the Federal level can have impacts on MPRB funding streams and/or accountability and mandates. In this current political climate, changes are being monitored and may have impacts on the MPRB.
- State Legislature**  
 The 2017 State Legislative session ended in a special session. Law changes affecting MPRB funding included a permanent statewide increase of \$15 million in Local Government Aid (LGA) which gives the MPRB \$152,000 in additional LGA in 2018. However, beginning in 2019, \$10,000,000 per year in state funding for the Minneapolis Employees Retirement Fund was eliminated. This will cost the Park Board an estimated \$1 million annually, beginning in 2019.
- City of Minneapolis \$15 minimum wage**  
 The City Council approved a municipal minimum wage ordinance on June 30, 2017 that requires large employers to pay Minneapolis workers \$15 an hour in five years. To be consistent with State law, the minimum wage policy will apply to anyone who works in Minneapolis for any amount of time. The minimum wage will be indexed to inflation after the target \$15 an hour wage is reached. Below is the impact of minimum wage for the General and Enterprise Funds.

Minimum Wage Impacts				
Year	Date	Wage	General Fund	Enterprise Fund
2018	1/1/2018	\$10.00	\$6,727	\$24,276
2018	7/1/2018	\$11.25	\$180,089	\$40,844
2019	7/1/2019	\$12.25	\$376,152	\$82,548
2020	7/1/2020	\$13.25	\$415,118	\$85,094
2021	7/1/2021	\$14.25	\$446,582	\$86,954
2022	7/1/2022	\$15.00	\$436,625	\$76,385
2023	full year	\$15/hour	\$202,372	\$32,821
Total			\$2,063,663	\$428,920

Other key financial challenges continue: health care cost increases, inflationary increases especially in construction costs, employer pension cost increases, internal services rate increases for stabilization of the mobile equipment fleet and information technology services, and the continued work to stabilize the Enterprise Fund. Other key service challenges with cost implications include Emerald ash borer infestation, tree losses due to storms, the need for improved operations facilities, and capital investment needs in regional parks that continue to outpace available funding in the aging park system.

**Basis of 2018 Annual Budget**

On September 6, the Board of Commissioners approved a resolution requesting the Board of Estimate & Taxation (BET) to set the maximum property tax levy for the 2018 budget at an estimated amount of \$62,201,719 to include a 4.2 percent property tax levy increase for the



General Fund operating budget, for a total of \$60,449,546, and a 1.2 percent property tax increase for the Tree Preservation and Reforestation Levy, for a total of \$1,752,173. This request included the impact of the City adopted municipal minimum wage ordinance. On September 27, the BET set the maximum property tax levy at \$62,202,000 to include a 4.2 percent property tax levy increase for the General Fund operating budget, for a total of \$60,450,000, and a 1.2 percent property tax increase for the Tree Preservation and Reforestation Levy, for a total of \$1,752,000. The 2018 Annual Budget utilizes the maximum tax levies authorized by the BET.

In developing the Board adopted 2018 Annual Budget the Superintendent utilized a racial equity tool for department budget requests and impacts. This information was used individually and in aggregate to ensure that additions and reductions to the MPRB budget either enhance racial equity or did not increase racial inequity. The Superintendent also considered the direction received from the Board of Commissioners along with staff input, recommendations and requests. The Superintendent weighed this input and direction with the commitment that the park system constantly evolves and be responsive to the changing demographics and needs of the community, with focus on racial equity, diversity, and inclusion. To provide responsive service delivery within existing resources, the revenue and expense sides of the budget were considered to make appropriate shifts and changes to provide for responsive service delivery.

The Superintendent is proud to present a Board adopted 2018 budget that continues to focus on the organization's internal coordination and customer service; continues evolving responsive service delivery; focuses on racial equity, diversity and inclusion; and continues to respond to urban tree canopy threats through a special tax levy. The budget also continues to be aligned with and supports the Board's approved 2007-2020 Comprehensive Plan and the 2014-2018 Strategic Direction and Implementation Plan.

## **General Fund Department Initiatives and Changes for 2018**

### **Superintendent's Office**

- **Superintendent's Office**  
The Board adopted 2018 Annual Budget supports an increase in legal fees to adjust for historical experience and an increase in rates.
- **Board of Commissioners**  
The Board adopted 2018 Annual Budget supports the addition of a training budget for the Board of Commissioners to support the transition of a newly elected Board, the addition of real time captioning and verbatim text transcription of MPRB Board meetings and other live and pre-recorded meetings, media and forums, and an increase in legal fees to adjust for historical experience and an increase in rates.
- **Communications and Marketing**  
The Board adopted 2018 Annual Budget supports the transition from a consultant to the addition of an full-time Archivist position as a long-term solution for the preservation and maintenance of MPRB historic records; to provide continued record review and incorporation of important documents into archive files; to respond to internal and external requests to review archive records; to continue work with the



- MN Digital Library for digitization of images and records; and continue consideration of transfer of records to the Downtown Library. This budget also supports part-time staffing to complete the organization's intranet upgrade including conversion and migration of forms and data to the new intranet site. Savings in printing are also included in this budget.
- **Park Police**

The Board adopted 2018 Annual Budget supports the addition of four part-time police officer positions to increase service levels and special event capacity. The costs for these new positions will be partially offset by the security fees charged to events. This budget also supports increased fine revenue. Extensive analysis of the Administrative Ticket program has resulted in the suspension of the Administrative Ticket as means of enforcement. The change will produce significant cost savings and increased Police fine revenue since the "convert to permit" option will no longer be available to park patrons who receive a parking violation.

#### **Deputy Superintendent's Office**

- **Deputy Superintendent's Office**

The Board adopted 2018 Annual Budget includes a training budget reduction, the remaining budget allows for one or two key training events to occur in 2018.
- **Community Outreach**

The Board adopted 2018 Annual Budget includes minor revenue and expenditure changes based on trends.
- **Customer Service**

The Board adopted 2018 Annual Budget includes an increase for the operations of the Stevens House at Minnehaha Park, which will no longer be operated by a non-profit and a minor decrease in Longfellow House Visitor Center hours based on visitor data. This budget also includes minor revenue increases based on trends.
- **Finance**

The Board adopted 2018 Annual Budget includes the delay in hiring of the vacant Accountant position to allow for the vacant Accounting Supervisor position to be hired first and the updating of the Accountant job description.
- **Human Resources**

The Board adopted 2018 Annual Budget supports enhanced employee healthy benefit options and employee onboarding programs. Savings in professional services for employee investigations are also included in this budget.



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**Environmental Stewardship Division****o Asset Management**

The Board adopted 2018 Annual Budget provides for the enhancement of regional park maintenance with an increase in contractual services to address underground infrastructure failures and sinkholes in multiple regional park locations. This budget includes savings from the elimination of Park Keeper Foreman positions, due to the transition of Park Keeper Foremen to Park Operations Manager positions, in accordance with the Letter of Agreement with Local 363. This budget also includes other minor expenditure changes based on actual spending and needs.

**o Environmental Management**

The Board adopted 2018 Annual Budget supports the reduction in contractual services to offset the addition of a Natural Resources Specialist position to assist with system-wide natural area management and facilitate the work of seasonal staff, contractors, volunteers and contracted projects. It will allow for increased hands-on management of the natural areas recently categorized in the MPRB's Phase I Natural Areas Plan. This budget also includes changes to revenue and expenditures based on trends and actual spending.

**Planning Division**

The Board adopted 2018 Annual Budget supports the addition of a part-time office support position, the conversion of an engineering technician position to a GIS position, and savings in professional services based on actual spending.

**Recreation Division****o Athletic Programs & Aquatics**

The Board adopted 2018 Annual Budget supports the conversion of part-time lifeguard positions into five full-time lifeguard positions to improve service levels for Phillips Community pool as well as the beach and waterparks sites in the summer. This budget also includes increases in the open swim club fees and the creation of Bossen Field rental fees and concession commission rates as it begins operating as a premier field site.

**o Recreation Centers & Programs**

The Board adopted 2018 Annual Budget is the first budget that utilizes a criteria-based system to allocate budget dollars to the recreation centers. To support this initiative this budget includes increases to part-time staffing within the recreation centers, part-time staffing for outdoor supervision, contractual services, and materials and supplies. This budget also includes an increase in program and rental revenues based on trends.

**o Youth Development**

The Board adopted 2018 Annual Budget supports the addition of a full-time youth engagement position to improve coordination of the increasing demands in StreetReach, Pop-Up parks, and Teen Teamworks computer lab Microsoft Imagine Academy programs. The budget supports a reduction in part-time staffing for the Rec Plus program due to changes in sites and a revenue increase for Recreation Plus based



on the market. Minor savings in professional services in also included in the 2018 budget.

### **Other General Fund Initiatives and Changes for 2018**

- **Recreation Analysis**

The Board approved a multi-year strategy in the 2013 Annual Budget to assess the current recreation center facility and programming offerings with the desires of the community for facilities and programs. RecQuest, which began in 2016, is the MPRB's in-depth assessment of its community recreation centers and programs designed to help guide recreation center investments and programming for the next 25-30 years. RecQuest, in partnership with the Planning Division's service area master planning, is reviewing the physical spaces within the recreation centers and the programs, services and activities the centers currently provide, to assess if they are meeting the community's needs. RecQuest is also helping to identify any areas of Minneapolis where programming is not currently offered but needed. The Board adopted 2018 Annual Budget supports the continuation of this work with the continued operation of all recreation centers while the MPRB completes the RecQuest Project.

- **Investments in Operations Facilities**

Many of our operations facilities provide poor working conditions, inadequate space for equipment storage, and inadequate work space. A rehabilitation fund has been established to invest in MPRB operations facilities and headquarters. While other potential solutions have been explored and pursued, they have proven to be very expensive, and the operational needs of the MPRB have been unclear. As a result, a staff-and-consultant team has initiated an assessment of the facilities and operations, working with MPRB staff at all levels to understand system needs, gaps, and opportunities, including ways to make day-to-day activities more efficient. The assessment of facilities and operations will lead to a master plan for operations facilities, where the costs of creating suitable facilities aligned with efficient practices will be more fully framed. The process of updating operations and improving those facilities for the benefit of MPRB employees will require funds in excess of those currently allocated for those purposes. The Board adopted 2018 Annual Budget includes an increase in General Fund support for operation facilities improvements and an increase in the annual General Fund transfer from \$230,000 to \$500,000 into the Capital Projects Fund.

- **Park Land Acquisition Fund**

This fund was established with proceeds from MPRB land that was designated as surplus and sold. Proceeds from the sale of land can only be used for future land purchases. The current balance of this fund is \$1.1 million. With RiverFirst acquisition and development, the MPRB has experienced an increase in properties becoming available for purchase. The MPRB's strategy has been to utilize Metropolitan Council funding, lease revenue and partner agency funding whenever possible to fund these



critical acquisitions. The speed at which land is becoming available is outpacing the available outside resources. In 2016, the MPRB adopted budget included a General Fund transfer of \$300,000 and recommended the commitment of \$400,000 in 2017 for this purpose. The Board adopted 2018 Annual Budget supports the continuation of this commitment with a General Fund transfer of \$400,000 into this Special Revenue Fund.

## **Special Revenue Fund Initiatives and Changes for 2018**

### **Environmental Stewardship Division**

- **Forestry**

The Board adopted 2018 Annual Budget provides for continuation of the Tree Preservation & Reforestation Levy. This eight-year plan was formulated in 2013 in response to the increase in the number and intensity of storms and the infestation of Emerald Ash Borer. 2018 is the fifth year of the eight-year plan to remove and replace ash trees and replant trees lost during storms. The Board continues to utilize the Tree Preservation and Reforestation Tax Levy that was reinstated in 2014 to restrict these property tax proceeds to this specific purpose.

### **Enterprise Fund Stabilization**

An Enterprise Fund is established to account for government activities that operate as businesses and provide goods or services to the public on a consumer charge basis. Most government business-type activities are accounted for and reported in this type of fund. Enterprise activities are meant to be self-supporting and include operations, capital improvements and debt service, and do not receive tax support. The MPRB Enterprise Fund has historically included activities that are not business-type activities and are not self-supporting when all costs associated with those activities are identified. In addition, the MPRB Enterprise Fund has subsidized General Fund activities to the detriment of the enterprise activities the fund is designed to support. Staff completed analysis of the activities accounted for in the Enterprise Fund in 2012. Significant modifications have been made since 2012, realigning activities between the Enterprise and General Funds, yet not fully realigning all activities. The Superintendent supports continuing the initiative to properly align activities in the Enterprise and General Funds, and improving the financial condition of the Enterprise Fund.

On September 7, 2016, the Board approved four agreements with the Loppet Foundation that facilitate the construction, donation, lease and operation of a new outdoor recreation hub in Theodore Wirth Regional Park.

The agreements between the MPRB and Loppet Foundation guide enhanced coordination between the two organizations to provide outdoor experiences for Minneapolis residents and park users superior to what either organization could deliver independently. The Loppet has broken ground on The Trailhead, a 14,000-square-foot building that will serve as a jumping-off



point to year-round outdoor activities such as mountain biking, par 3 golf, cross-country skiing, snowshoeing, snowboarding, tubing, trail running and hiking. The Trailhead will open in 2018.

The Donation Agreement allows the Loppet to construct The Trailhead building, and once it's completed, the Loppet will donate the building to the MPRB. The Operation Agreement allows the Loppet to operate The Trailhead with the MPRB's support. The Lease Agreement defines a 20-year arrangement where the Loppet pays the MPRB an annual lump sum and 18% of its net income to lease The Trailhead. A Transitional Operating Agreement allowed the Loppet Foundation to begin operating at Wirth and providing year-round services beginning with the 2016-17 winter season, prior to completion of the Trailhead construction.

The Trailhead is replacing the Par 3 clubhouse. At the regulation course, holes 17 and 18 were shifted, consistent with the master plan to decouple winter and golf operations. With these agreements, no full-time MPRB positions were eliminated; in fact, one additional full-time park keeper position was added in the MPRB's 2017 Annual Budget for the General Fund as a result of savings achieved through these agreements. In their first year of providing recreational services consistent with the agreements, the Loppet hired a combination of 35 full-time and seasonal employees, including former MPRB seasonal employees when possible. The MPRB will remain in charge of all operations, maintenance, and programming related to golf, with the exception of Loppet staff providing customer service for Par 3 golfers within The Trailhead. The MPRB cost of an Ambassador position to provide MPRB visitor information at The Trailhead is funded through the General Fund.

The one main functional area, the Minneapolis Sculpture Garden, that remains within the Enterprise Fund and is not self-supporting, went through a major reconstruction and reopened in 2017. Staff continues to work toward an agreement with the Walker Art Center for operations and maintenance of the garden and the identification of a vendor for an event/concession agreement to manage events, concessions and catering of the venues. It is anticipated that these agreements will be in place by the 2018 summer season. Becoming self-sufficient is a primary goal in the development of these agreements and the Board adopted 2018 Annual Budget supports the full operations of the Minneapolis Sculpture Garden within the Enterprise Fund.

Historically, the Enterprise Fund has financed its capital improvement program with profits generated in the current year. If profits generated in that year were not sufficient to cover the costs of all scheduled projects the projects would be deferred or cancelled based on prioritized need. This financing model along with the decline in the golf industry, annual subsidies to the General Fund, and debt obligations associated with the Neiman Sports Complex has resulted in Enterprise Fund capital improvement project deferrals that have reached a critical stage. Although improvements have been made, the level of deferrals and the critical capital needs within the Enterprise Fund have resulted in major concerns for the long-term viability of this fund. As capital improvements become necessary and reserves are not available, debt is being utilized as a financing source which is not financially prudent. The Superintendent continues to work towards the identification of the annual set asides that are required to establish proper reserves for repair and replacement of specific asset types within the Fund. The Superintendent



has committed to phase in these increases and the Board adopted 2018 Annual Budget includes an increase to this amount.

## **Enterprise Fund Department Initiatives and Changes for 2018**

### **Deputy Superintendent's Office**

- **Customer Service – Parking Operations**

The Board adopted 2018 Annual Budget supports the conversion of a part-time parking systems analyst position to a full-time position, an increase to professional services to support expansion and improved functionality of our parking systems, parking fee increases due to rate model changes, revenue increases based on historical averages, and a parking permit revenue reduction due to the elimination of the administrative ticket program.

- **Customer Service – Use and Events Permitting**

The Board adopted 2018 Annual Budget includes an increase in revenue for a new electrical usage fee and an increase to concession revenue based on trends.

### **Recreation Division**

- **Golf**

The Board adopted 2018 Annual Budget supports leaving one golf manager and one assistant golf manager position vacant in 2018 as the Golf Department develops a long-range financial sustainable operating plan.

### **Internal Services Funds Stabilization**

Internal Service Funds are designed to operate on a break-even basis for operations, while accruing additional funds to finance future capital costs. Direct costs for services are allocated to departments using an appropriate rate model developed for each internal service type. Funding is provided in an amount to fund the replacement of assets (i.e. vehicles, computers, software) at a level consistent with a depreciation-based methodology. Equipment and information technology, which are funded through internal services funds, have historically experienced deferred maintenance and inadequate investment. Over the past three years, rate model changes have been instituted for equipment and ITS needs to ensure annual revenue is provided to cover annual operating equipment needs. Additional work has also focused on establishing appropriate fund reserves for equipment and ITS to meet fleet and ITS equipment replacement needs for the organization. The Equipment Services is on a five-year plan, with 2018 being year four of that plan, to fully stabilize the fund to meet its annual operating and capital replacement needs. During 2017, ITS focused on developing a strategy for meeting its long-term capital replacement needs and the Superintendent intends to institute a phased-plan beginning in 2019.



## Internal Service Fund Initiatives and Changes for 2018

### Deputy Superintendent's Office

- **Information Technology Services**

The Board adopted 2018 Annual Budget supports the addition two software/database support positions to improve service delivery to coordinate, implement and update GIS/database, ActiveNet registration software and the asset management software system.

### Environmental Stewardship Division

- **Asset Management – Equipment Services**

The MPRB mobile equipment fleet continues to move to a position where current rental rates are sufficient to cover both the annual operating costs of the fund and the replacement of assets. Historically, equipment rental rates had been held down due to budget constraints of the General Fund and had not kept pace with cost of the mobile equipment fleet resulting in a decline in capital reserves. The Board adopted 2018 Annual Budget continues the phased approach to stabilize Equipment Services and return it to a fully funded operation by 2019. The Board adopted 2018 Annual Budget also supports changes to expenses to adjust to historical spending and meet current needs.

## Capital Projects Fund Initiatives and Changes for 2018

- **Capital Improvement Program (CIP)**

With the adoption of the Criteria Based System for Capital and Rehabilitation Neighborhood Park Project Scheduling Ordinance on July 6, 2016 and the Criteria Based System for Regional Park Capital and Rehabilitation Allocations Ordinance on August 16, 2017, the MPRB is the first and only park agency in the country to require, by ordinance, its entire CIP use specific, transparent, data- driven measures to ensure racial and economic equity are accounted for in funding allocations. The Board adopted 2018 Annual Budget includes the 2018-2023 CIP as the first CIP to include the use of both ordinances in the development of the capital allocations.



# 2014-2018 MPRB Strategic Direction

Strategic directions guide annual budget, budget goal and work plan development, and are meant to guide short-term implementation of the 2007 – 2020 Comprehensive Plan. In January and February of 2014, the Commissioners of the Minneapolis Park and Recreation Board shared and discussed vision, issues/challenges, strength/opportunities, organization effectiveness, and desired accomplishments. This information was used to guide the development of the strategic directions and implementation plan to be utilized over the term of this Board. The 2014-2018 Strategic Direction and Implementation Plan represents Board and Superintendent priorities that are aligned with comprehensive plan goals and objectives. The 2014-2018 Strategic Direction and Implementation Plan was adopted by the Board on June 4, 2014.

## What we do

***Strategic Direction A:*** Create and implement sustainable and equitable development and maintenance plans for the built infrastructure.

***Strategic Direction B:*** Assess and deliver programs, services, and facilities that equitably meet the community's park and recreation needs, leveraging relationships with partners.

***Strategic Direction C:*** Develop and implement a strategic, sustainable, and equitable approach to the management and protection of the system's land, air and water resources.

## How we do our work

***Strategic Direction 1:*** Address equity and access issues within the organization and across the park and recreation system.

***Strategic Direction 2:*** Be measurable and accountable; ensure organization decisions are data driven and customer focused.

***Strategic Direction 3:*** Engage all users. Communicate well and often. Listen and empower.

***Strategic Direction 4:*** Build capacity – financial, staffing, partnerships, volunteers - to achieve MPRB's mission, vision, and goals.



# 2014-2018 MPRB Implementation Plan

## Introduction

The Minneapolis Park and Recreation Board's (MPRB's) Comprehensive Plan articulates the overarching vision for the Minneapolis park and recreation system through 2020. The Implementation Plan, updated yearly, is intended to be a blueprint for achieving the strategies, goals and, ultimately, the vision of the Comprehensive Plan.

This is the 2014-2018 Implementation Plan. It recommends a strategic sequence of initiatives and projects that are consistent with the Comprehensive Plan. Findings reported in the Comprehensive Plan as well as priorities articulated in Board visioning sessions or budget workshops are the basis for the recommended implementation priorities.

This is the first implementation plan since the approval of the Comprehensive Plan. It is expected that the content contained in it and the process for updating it will be refined over time. As key influences and opportunities, or priorities change, the plan will be modified within each five (5) year Implementation Plan period.

## Mission

The Minneapolis Park and Recreation Board 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.

## Vision to 2020

In 2020, the Minneapolis park system is a premier destination that welcomes and captivates residents and visitors. The park system and its beauty are part of daily life and shape the character of Minneapolis. Natural, cultural, artistic, historical, and recreational resources cultivate outstanding experiences, health, enjoyment, fun, and learning for all people. The park system is sustainable, well-maintained and safe, and meets the needs of individuals, families, and communities. The focus on preserving land continues, with a strong emphasis on connecting people to the land and each other. Aware of its value to their lives, residents are proud stewards and supporters of an extraordinary park and recreation system.

As a renowned and award winning park and recreation system, the Minneapolis Park and Recreation Board delivers:

Vision Theme 1 - *Urban forests, natural areas, and waters* that endure and captivate

Vision Theme 2 - *Recreation* that inspires personal growth, healthy lifestyles, and a sense of community

Vision Theme 3 - *Dynamic parks* that shape city character and meet diverse community needs

Vision Theme 4 - *A safe place* to play, celebrate, contemplate, and recreate



## Recommended Implementation Priorities through 2018

For 2014-2018, with the 2007-2020 Comprehensive Plan as the guidepost, the Board of Commissioners provided direction for commissioners and employees to focus on equity, performance measurement, communication, capacity building, long-term facility planning, assessment of community park and recreation needs, and natural resource management. This approach will position the MPRB to retain a high level of excellence, equitably serve community park and recreation needs, set a sustainable baseline for service delivery, and prepare to seek and apply new funding sources. To achieve this, the following strategic directions help prioritize how and what work will be done within the five year period of 2014-2018.

### What we do

***Strategic Direction A: Create and implement sustainable and equitable development and maintenance plans for the built infrastructure.***

5-year Priorities:

- Implementation of riverfront master plans
- Complete service area master plans
- Develop new asset management system
- Complete activity plans for critical activities that establish a baseline for infrastructure delivery and maintenance
- Secure national register of historic places designation for Grand Rounds
- Develop operations facilities plan

***Strategic Direction B: Assess and deliver programs, services, and facilities that equitably meet the community's park and recreation needs, leveraging relationships with partners.***

5-year Priorities:

- Conduct RecQuest – assessment of recreation facilities and services
- Develop unified system for sports teams across the city
- Implement golf course strategic improvement plan

***Strategic Direction C: Develop and implement a strategic, sustainable and equitable approach to the management and protection of the system's land, air, and water resources.***

5-year Priorities:

- Develop ecological systems plan
- Develop natural resource management plan
- Develop water resources management plan
- Implement tree canopy management plan, include storm response and an ash tree strategies



## How we do our work

**Strategic Direction 1:** *Address equity and access issues within the organization and across the park and recreation system.*

5-year Priorities:

- Define equity for the delivery of MPRB programs, services, and facilities, including racial equity, ADA transition planning and gender inclusion planning
- Conduct work place climate and cultural assessment
- Conduct an analysis of the demographics of the workforce and community
- Identify key diversity & inclusion competencies needed to meet MPRB goals
- Complete and begin implementing the MPRB's Racial Equity Action Plan

**Strategic Direction 2:** *Be measurable and accountable; ensure organization decisions are data driven and customer focused.*

5-year Priorities:

- Develop Minneapolis Parks "Scoreboard" reporting system for organization-wide performance measures
- Conduct ongoing comprehensive plan implementation planning
- Develop department level performance measures

**Strategic Direction 3:** *Engage all users. Communicate well and often. Listen and empower.*

5-year Priorities:

- Launch new web site
- Develop translation plan
- Launch social media
- Report on Minneapolis Parks "Scoreboard"

**Strategic Direction 4:** *Build capacity – financial, staffing, partnerships, volunteers - to achieve MPRB's mission, vision, and goals.*

5-year Priorities:

- Complete 5-year financial plan
- Evaluate and create new partnerships
- Seek new funding sources and revenue generation opportunities
- Review joint-use agreements
- Strengthen volunteerism
- Strengthen employee training and development
- Development and implement sustainable approach to fleet management

### 2017 Department Goals and Benchmarks

Departmental goals and benchmarks that align with the 2014-2018 Strategic Directions and Implementation Plan were developed for the individual departments during the 2017 Budget process.



## Background Information

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# Service Areas & Commissioner Districts



## Minneapolis



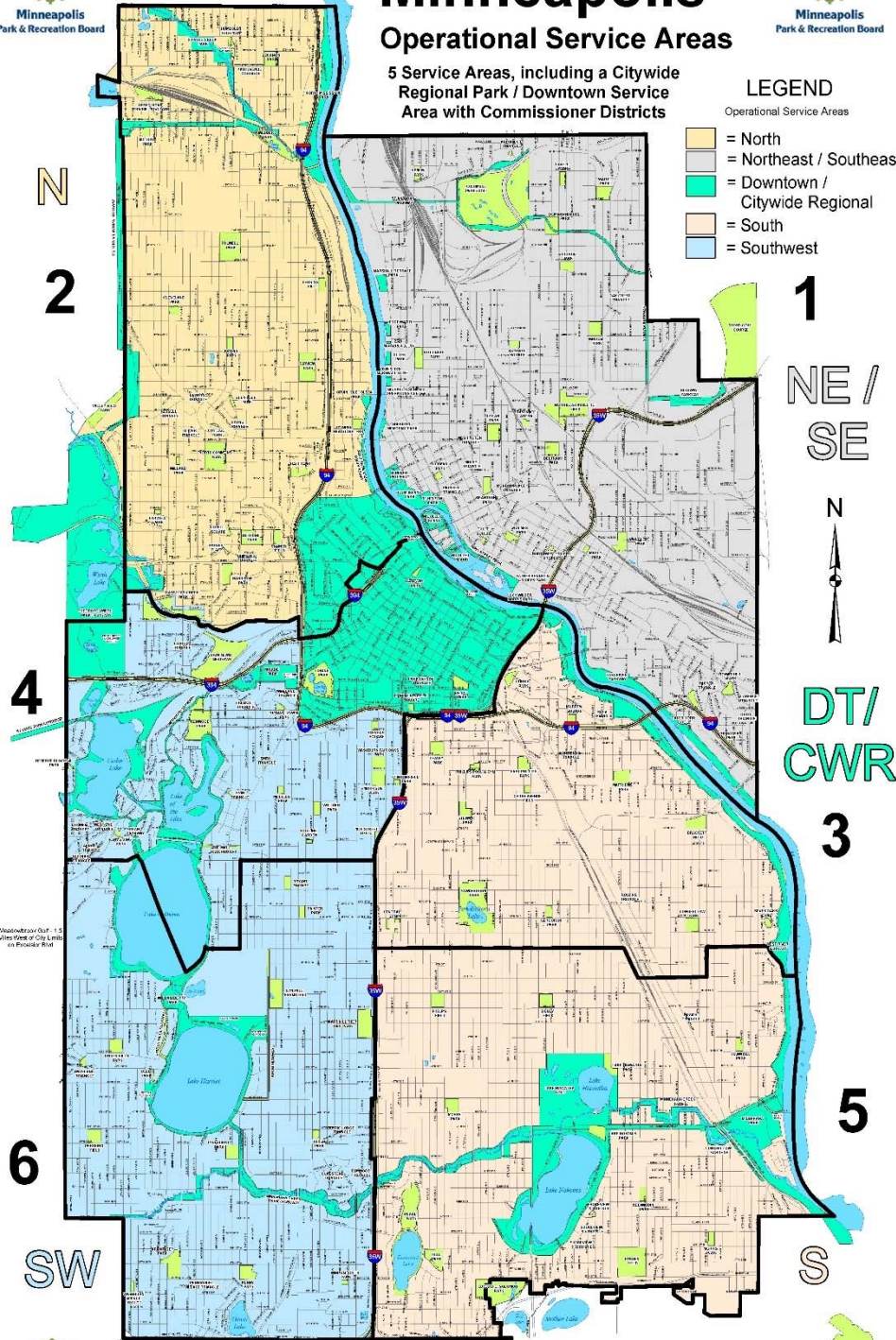
### Operational Service Areas

5 Service Areas, including a Citywide Regional Park / Downtown Service Area with Commissioner Districts

#### LEGEND

Operational Service Areas

- = North
- = Northeast / Southeast
- = Downtown / Citywide Regional
- = South
- = Southwest



Map not drawn to scale. 1.5 Miles/Inch or City Limits as Shown on Plan.

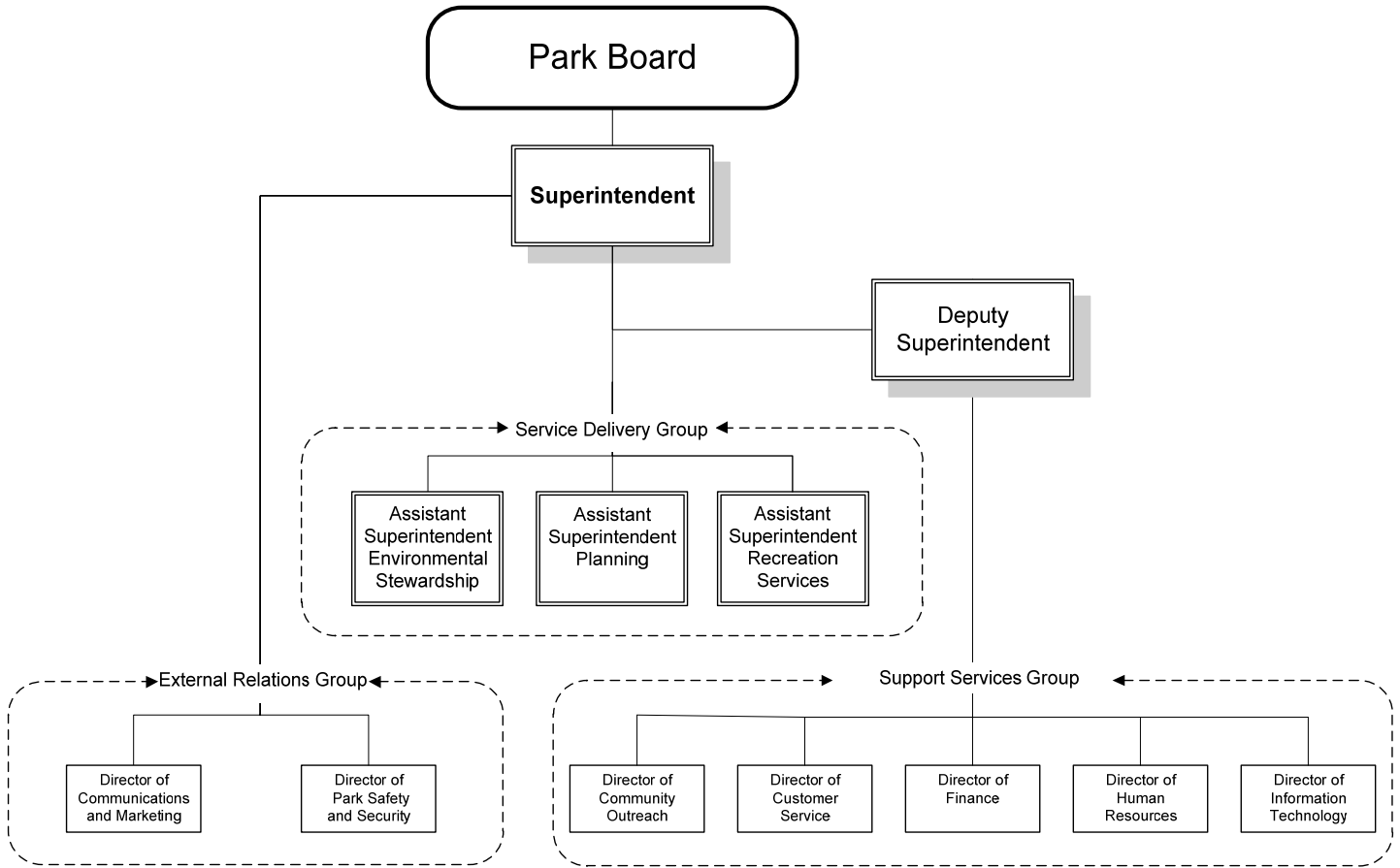


Prepared by the Minneapolis Park and Recreation Board

6/14/2017



# Organization Chart





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# Fund Descriptions

**General Fund**

The General Fund is the MPRB's main operating fund that reports activities not reported in other funds.

**Special Revenue Funds****Park Grant and Dedicated Revenue Fund**

This fund accounts for grants and other revenue that has been designated for specific purposes through grantor requirements, donor requests or Board direction. It also accounts for small land sales and acquisitions.

**Tree Preservation & Reforestation Fund**

This fund accounts for a special property tax levy recommended by the Board to address threats to the urban forest due to Emerald Ash Borer and tree loss due to storms.

**Enterprise Fund****Park Operating Fund**

This fund accounts for the activities of the Park and Recreation Board's golf courses, ice arenas, parking, permitting, concessions, and Minneapolis Sculpture Garden.

**Internal Service Funds****Park Internal Services Fund**

This fund accounts for the rental of equipment and the information technology services provided to other MPRB Funds.

**Park Self-Insurance Fund**

This fund accounts for the insurance activities of the MPRB. These activities include workers compensation, property insurance, general liability, automotive liability and police professional liability.

**Capital Project Funds****Park Assessment Fund**

This fund accounts for special assessments for parkway paving and the removal of diseased trees from private residential property.

**Permanent Improvement Fund**

This fund accounts for the resources used for capital acquisition, construction and improvements.



# Acronym Glossary

Acronyms and abbreviations are used throughout the 2017 Annual Budget. This glossary provides a quick reference to the terms, acronyms and abbreviations used in this book.

AC – Acre  
ACP – Area of Concentrated Poverty  
ACT – American College Testing  
ADA – Americans with Disabilities Act  
AM – Asset Management  
AIS – Aquatic Invasive Species  
BET – Board of Estimate & Taxation  
CIP – Capital Improvement Program  
EAM – Enterprise Asset Management  
EM – Environmental Management  
GARE – Government Alliance on Race and Equity  
GIS – Geographic Information System  
HR – Human Resources  
HVAC – Heating, Ventilation and Air Conditioning  
IT – Information Technology  
ITS – Information Technology Services  
LCCMR – Legislative-Citizen Commission on Minnesota Resources  
LGA – Local Government Aid  
LGBTQ – Lesbian, Gay, Bisexual, Transgender, and Queer  
MEO – Mobile Equipment Operator  
MN DNR – Minnesota Department of Natural Resources  
MSG – Minneapolis Sculpture Garden  
MPRB – Minneapolis Park and Recreation Board  
NCRC – National Career Readiness Credential  
NPP20 – 20 Year Neighborhood Park Plan  
O&M – Operations & Maintenance  
PGA – Professional Golfers' Association (of America)  
RCAP – Racially Concentrated Areas of Poverty  
RFP – Request for Proposal  
ROF – Regional Opportunity Fund  
WPA – Work Progress Administration  
WRR – West River Road





## Financial Management Policies

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Adopted by the Board:  
Prior Version: December 7, 2009  
Revised: February 15, 2017



## Minneapolis Park & Recreation Board Financial Management Policies

### INTRODUCTION

The Minneapolis Park & Recreation Board's (Park Board) Financial Management Policies provide a framework for the fiscal management of the Park Board. These policies are designed to ensure the efficient, responsible management of financial resources and to provide for the Park Board's long-term fiscal stability.

### I. OPERATING BUDGET POLICIES

The objective of the operating budget policies is to ensure that sound fiscal management practices are followed in operating and maintaining the Park Board System.

A. **Fiscal Year.** The fiscal year of the Park Board is January 1 through December 31.

B. **Balanced Budget.** The operating budget for the Park Board shall be balanced. For each fund, ongoing costs are not to exceed ongoing revenues and available fund balances are used in accordance with reserve policies.

C. **Enterprise Operations.** All enterprise activities of the Park Board shall be self-supporting whereby revenues cover operating costs, capital improvements, debt service payments and support to other funds as approved by the Board in the annual adopted budget. While there may be imbalances from year-to-year, funds are not to create a negative fund balance.

D. **Internal Services.** Internal service funds are to operate on a break-even basis. While there may be imbalances from year-to-year, funds should neither make an excess net profit nor a loss over the long run, and in no case should they create a negative fund balance.

E. **Budget Guidelines.** The annual budget process is intended to weigh all competing requests for Park Board resources within expected fiscal constraints.

1. **Performance Measurement and Productivity Indicators.** Performance measurement and productivity indicators shall be integrated into the annual budget process. Performance measures will identify major initiatives to be completed annually, productivity indicators will be utilized as a guide to assist in determining the level at which programs and services are funded.

2. **Personnel Expenses.** Additional personnel shall be requested only after service needs have been thoroughly documented or after it is substantiated that the addition will result in increased revenue or enhanced operating efficiencies. To the extent feasible, any FTE personnel cost reductions will be achieved through attrition.



**3. Overtime Limitation.** The Park Board allows the use of overtime if emergency, weather, or operating conditions necessitate its use. Overtime shall be prior approved by management. No departmental overtime may exceed five percent of its personnel budgets and must be approved in the annual budget.

**4. New or Expanded Programs or Facilities.** The Park Board commits to managing the park system effectively and efficiently in order to provide services based on community needs and to enhance and expand the capacity of the system while maintaining sustainable operations. Requests for new or expanded programs or facilities made outside the annual budget process are discouraged to allow the expansion to be weighed against other agency needs and requests. New or expanded programs or facilities for the park system may include buildings, trails, policing, supervision, maintenance, recreation and additional hours of operation, legal compliance or improvements and should be sought through grant or other outside funding.

**5. Grant or Other Outside Funded Programs.** Programs financed with grant or other outside monies shall be budgeted in special revenue funds. The service or program shall be separately accounted for in the financial system with budgets adjusted to reflect the level of available grant or other outside funding. In the event of reduced grant or other outside funding, Park Board resources shall be substituted only after all competing program priorities have been considered during the annual budget process.

**F. Basis of Budgeting.** The budgets of all governmental funds are developed using the modified accrual basis. Revenues are budgeted if they are measurable and available as net current assets. Expenditures are generally budgeted when the related fund liability is incurred. The accrual basis of accounting is used for proprietary funds. Revenues are budgeted as they are anticipated to be earned.

**G. Budgetary Controls.** The legal level of budgetary control is at the fund level. Budgetary amendments at the fund level must be approved by the Board. Appropriations lapse at year end.

**H. Purchase orders, contracts, and other commitments** are recorded as encumbrances, which reserve appropriation authority. Encumbrances outstanding at year end generally lapse and become the obligation of the next fiscal year if carried forward.

**I. Use of One-Time Resources.** One-time resources such as proceeds from asset sales, debt refinancing, one-time grants, revenue spikes, budget savings and similar non-recurring revenue shall not be used for current or new ongoing operating expenditures. Appropriate uses of one-time resources include establishing and rebuilding emergency or operating reserves, early retirement of debt, capital expenditures and other non-recurring expenditures.

**J. Public Participation.** Information regarding Park Board budget, financial statements and performance measurement shall be available to the public. Various methods shall be used to ensure public input into the budgeting process, such as informational hearings, on-line surveys and community meetings.



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## II. REVENUE POLICIES

The objective of the revenue policies is to ensure that funding is derived from a fair, equitable, and adequate resource base, while minimizing property tax burdens.

**A. Revenue Structure and Sources.** The Park Board will maintain a diverse revenue structure that protects programs and services from short-term fluctuations in any single revenue source. Services having a system-wide benefit shall be financed with revenue sources generated from a broad base, such as property taxes and state aids. Discrete services shall be financed with user fees, charges and assessments.

**B. Property Taxes.** The Park Board strives to ensure that the taxes it levies are no greater than the absolute minimum needed to efficiently, effectively, and responsibly manage the system. The Park Board places a high priority on finding ways to proportionately reduce its dependency on taxes by pursuing new sustainable resources when appropriate.

The Park Board reviews and recommends to the Board of Estimate and Taxation a maximum adjustment to its tax levy. The Board of Estimate and Taxation adopts the maximum tax levy amount allowable for the Park Board. The Park Board adopts its annual tax levy amount within that maximum.

**C. Fees and Charges.** The Park Board shall implement user fees and charges in lieu of support from other general revenue sources for identified discrete services. Fees and charges shall be reviewed annually to ensure appropriate fee structures.

**1. Cost Recovery.** Levels of cost recovery vary depending on the service, funding source and user group.

**2. Policy and Market Considerations.** The Park Board shall consider policy objectives, market rates and charges levied by other public and private organizations for similar services when Park Board fees and charges are established.

**3. Non-Resident Charges.** Whenever practical user fees and other appropriate charges shall be levied for Park Board activities, services or facilities in which non-residents participate. The Metropolitan Regional Parks system is funded through a combination of state and local funding sources. The Metropolitan Council regional parks policy prohibits the discouragement of non-resident use of regional parks and fees and charges shall be applied equally to residents and non-residents. Non-regional parks determine user fees and other charges based on activity.

**4. Enterprise Service Fees.** User charges for Enterprise Services such as golf, recreation, and parking shall be set at rates sufficient to finance direct and indirect operating, capital, reserve/working capital and debt service costs. Overhead expenses and general government services provided to the enterprise activities shall be included as indirect costs. Rates will be set such that the enterprise fund is never in a cash deficit position at year end.



**5. Internal Service Fees.** When interdepartmental charges are used to finance internal service functions, the charges shall reflect full costs. Direct costs for services will be allocated to departments using an appropriate rate model developed for each internal service type.

**D. Fines.** Levels of fines shall be set according to legal guidelines and consider deterrent effect, administrative costs and revenue potential.

**E. Dedicated Revenues.** All Revenues shall be deposited in the general fund, except where required by law, funding requirements or generally accepted accounting principles (GAAP). Non-restricted revenue shall be used for general fund purposes unless dedicated through the annual budget process or Board action.

**F. Grants.** The Park Board will actively pursue government and private grants that are consistent with the Comprehensive Plan, mission and goals. All grants received shall be subject to grant solicitation and acceptance procedures, and shall be deposited in the appropriate Park Board fund and accounted for through the Park Board financial system. The finance department will maintain Park Board wide grant information and grant accounting to facilitate the annual audit and compliance with federal and state requirements. Grants in the amount of \$100,000 or more shall be presented to the Board for approval and acceptance of the grant. Staff shall periodically inform the Board of all grant applications submitted and grant awards received.

**G. Private Revenues.** All private money donated, contributed or lent to the Park Board shall be subject to gift solicitation and acceptance procedures, and shall be deposited in the appropriate Park Board fund and accounted for through the Park Board financial system. Gifts and donations in the amount of \$5,000 or more shall be presented to the Board for recognition of the gift.

**H. Non-recurring Revenues.** To the extent possible, one-time revenues will be applied to one-time expenses.

**I. Leases.** The leasing of Park Board land requires Board approval and the affirmative vote of at least six commissioners.<sup>1</sup>

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<sup>1</sup> City of Minneapolis Charter, Article VI. §6.2(f)(1).



J. **Special Assessments.** The Park Board has the authority to levy certain special assessments.<sup>2</sup> Special assessments administered by the Park Board include the following:

- Parkway improvement<sup>2</sup>
- Parkway lighting<sup>2</sup>
- Parkway sidewalk improvement/replacement<sup>2</sup>
- Removal of insect infested or diseased trees<sup>3</sup>

1. **Method of Payment for Public Improvement Assessments.** Owners of benefiting properties shall have the option of paying their assessment in full or in installments as part of their annual real estate taxes. The Park Board shall determine the number of equal annual installments, not to exceed twenty, in which assessments may be paid. The Park Board shall determine the interest rate to be paid annually on all unpaid installments; this rate shall not exceed the maximum rate of interest as provided for in statute.<sup>3</sup> The first installment shall be payable in the year following completion of the project and in the same manner as real estate taxes.

2. **Uniform Assessment Rate.** The City of Minneapolis calculates and adopts a Uniform Assessment Rate which is the standardized rate applied in street construction and street renovation projects. The policy requires that assessments be part of the funding for all street paving construction/reconstruction projects for which the Park Board is to bear any part of the cost. This rate shall be applied to the square footage per parcel in the project area to determine an assessment cost for each benefited property. The goal of the rate is to ensure an equitable distribution of costs among projects and to assess no more than approximately 25% of project costs. The Uniform Assessment Rate is calculated annually and approved by the Transportation and Public Works Committee of the City Council. Separate rates are established based on the type of project (construction or renovation), funding category (local or other) and benefited parcel category (non-residential or residential).

K. **Identity Theft.** The Park Board will employ all federal rules and regulations related to identity theft prevention.

L. **Debt Collection.** The Park Board will make every reasonable attempt to collect debts owed to the Park Board.

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<sup>2</sup> City of Minneapolis Charter, Article VI. §6.6(b)

<sup>3</sup> Minnesota Statute §18G.13 and 429.101



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### III. FUND BALANCE POLICIES

Sound financial management principles require that sufficient funds be retained by the Park Board to provide a stable financial base. The Park Board will maintain a fund balance sufficient to fund all cash flows of the Park Board, to provide for financial reserves for unanticipated one-time expenditures, revenue shortfalls, and/or emergency needs.

The objective of the fund balance policies is to specify the size and composition of the Park Board's desired fund balance (net assets for enterprise funds) and to identify certain requirements for classifying fund balance in accordance with Governmental Accounting Standards Board Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*.



**A. Classifications.** The following individual components shall constitute the fund balance for all Governmental Funds

Classification		Definition	Examples
<b>Nonspendable</b>		“Amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.” <sup>4</sup>	<ul style="list-style-type: none"> <li>• Inventories</li> <li>• Prepaid items</li> <li>• Long-term receivables</li> <li>• Permanent Endowments</li> </ul>
<b>Restricted</b>		<p>“Fund balance should be reported as restricted when constraints placed on the use of resources are either:</p> <ul style="list-style-type: none"> <li>a. Externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or</li> <li>b. Imposed by law through constitutional provisions or enabling legislation.”<sup>5</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Restricted by state statute</li> <li>• Grants earned but not spent</li> <li>• Taxes dedicated to a specific purpose</li> <li>• Revenues restricted by enabling legislation</li> </ul>
<b>Unrestricted</b>	<b>Committed</b>	“Used for specific purposes pursuant to constraints imposed by formal action of the government’s highest level of decision-making authority” <sup>6</sup>	<ul style="list-style-type: none"> <li>• Amounts the Board sets aside by resolution.</li> </ul>
	<b>Assigned</b>	“Amounts that are constrained by the government’s intent to be used for specific purposes, but are neither restricted nor committed” <sup>7</sup>	<ul style="list-style-type: none"> <li>• The Board delegates the authority to assign fund balance to the Superintendent</li> <li>• The Board has appropriated fund balance during the budget process</li> </ul>
	<b>Unassigned</b>	Unassigned fund balance is the residual classification for the General Fund. This is fund balance that has not been reported in any other classification. The General Fund is the only fund that can report a positive unassigned fund balance. Other governmental funds would report deficit fund balances as unassigned. <sup>8</sup>	

<sup>4</sup> GASB Statement No. 54, ¶ 6  
<sup>5</sup> GASB Statement No. 54, ¶ 8  
<sup>6</sup> GASB Statement No. 54, ¶10  
<sup>7</sup> GASB Statement No. 54, ¶13  
<sup>8</sup> GASB Statement No. 54, ¶17



**1. Committing Fund Balance.** In order to commit fund balance, the Board, as the highest level of decision-making authority, must incorporate in a resolution the commitment of funds for specific purposes. These funds must be fully expended for their committed purpose or by a separate action by the Board for the funds to become uncommitted.

**2. Assigning Fund Balance.** In order to assign fund balance, the Board designates the Superintendent, or his/her designee, as the authority to assign fund balance.

**B. Minimum Level of Fund Balance/Net Assets.** The Park Board will establish and maintain minimum levels of fund balance/net assets in each of the various fund types of the Park Board as follows:

**1. General Fund.** In the General Fund, there shall be a minimum balance (assigned and unassigned fund balance) of five percent of expenditures. For purposes of this calculation, the expenditures will be the amount of the budget as originally adopted in December of each year. The fund balance will be maintained for cash flow purposes, unanticipated expenditures of a non-recurring nature, or to meet unexpected increases in service delivery costs. To the extent that unusual contingencies exist as a result of state or federal aid uncertainties, or other highly variable factors, a balance larger than this minimum amount may be maintained. A fund balance larger than this minimum may also be maintained for Board directed purposes including future capital investment. Non-recurring revenues may be a source of accumulating fund balance and should not be relied upon for operational and maintenance needs.

**2. Special Revenue Funds.** Special revenue funds are created to account for the proceeds from specific revenue sources that are legally restricted for specific purposes. No specific reservation of fund balance is created by this policy. Rather, each fund must adhere to any underlying guidelines attached to that revenue source.

**3. Capital Projects Funds.** Capital project funds are created to account for resources set aside to construct or acquire capital assets or improvements. These projects may extend beyond one fiscal year. No specific reserve is required, however the fund must ensure enough reserve exists to cover existing construction or acquisition commitments for the life of the existing construction or acquisition. Project funds will remain open until all claims on the project are settled.

**4. Enterprise Funds.** Enterprise funds should strive for positive net operating income to provide necessary funds for operations, capital outlay, debt service and recreation programming support. The enterprise fund balance policy serves two primary purposes:

- To facilitate a repair and replacement program for enterprise fund facilities
- To reserve funds to develop new revenue-producing enterprise fund facilities

Operating contingencies shall be maintained in the enterprise fund net assets to provide for business interruption costs and other unanticipated expenditures of a non-recurring nature.



**5. Internal Service Funds.** Internal Service funds, by nature, are designed to operate on a break-even basis for operations, while, if applicable, accruing additional funds to finance future capital costs or potential liabilities.

a. **Equipment Division and Information Technology Services.** Funding is provided in an amount to fund the replacement of assets (i.e. vehicles, computers, software) at a level consistent with a depreciation-based methodology. Funding shall be designated to maintain the condition of assets at a desirable service level without shifting the costs disproportionately to future taxpayers.

b. **Self-Insurance.** Funding is provided in an amount to fund the costs of workers compensation, insurance claims and premiums. This fund calculates a reserve for incurred but not reported claims as determined by an actuarial valuation.

**C. Replenishment of the General Fund Minimum Requirements.** In the event, the minimum balance (assigned and unassigned fund balance as a percentage of total expenditures) fall below the five percent threshold for the General Fund, the Board must approve and adopt a plan to restore the balance to the target level within a specific period of time. When developing a restoration plan, the following items should be considered in establishing the appropriate time period:

- The budgetary reasons behind the fund balance targets
- Recovery from an extreme event
- Long-term forecasts and economic conditions
- Milestones for gradual replenishment
- External financing expectations

**D. Use of Fund Balance.** Available fund balances shall not be used for ongoing operating expenditures unless a determination has been made that available balances are in excess of required guidelines and that plans have been established to address any future operating budget shortfalls. Emphasis shall be placed on one-time uses that achieve future operating cost reductions.

**E. Order of Resource Use.** In general, restricted funds are used first when expenditure is incurred for the purposes for which both restricted and unrestricted fund balance is available. In addition, for unrestricted fund balance, the order of use of fund balance shall generally be: 1) committed; 2) assigned; and 3) unassigned.



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#### IV. ACCOUNTING POLICIES

The objective of the accounting policies is to ensure that all financial transactions of the Park Board conform to the City Charter, Minnesota statutes, grant requirements, the principles of sound financial management and GAAP.

**A. Accounting Standards.** The Park Board shall establish and maintain accounting systems according to GAAP, which are set by the Governmental Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB). The Park Board will use the central financial system of the City for all financial transactions of the Park Board.

**B. Disclosure and Monitoring.** Full disclosure is provided in all financial statements. Financial systems are maintained to monitor expenditures and revenues on a daily, monthly, and year end basis. Regular monthly, quarterly and annual financial reports will be prepared to provide a summary of financial activity by fund. The reports will be submitted to the Board at least quarterly. A Comprehensive Annual Financial Report (CAFR) is published by the Park Board within six (6) months of the following year.

**C. Annual Audit.** An annual financial audit shall be performed by the Minnesota Office of the State Auditor in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

**D. Internal Audit.** The Park Board shall maintain an internal audit function that provides an independent and objective review and assessment of the business activities, operations, financial systems and internal accounting controls of the Park Board.

The Deputy Superintendent shall administer the internal audit function through the finance department. The Internal Audit function shall conduct operational, financial and performance audits, selected as a result of a risk assessment process. The internal audit function will complete a comprehensive internal audit program annually and will communicate significant results to the Board and senior management.

In order to maintain independence and objectivity, the finance department may enlist the services of outside consultants, State of Minnesota Office of the State Auditor or the City of Minneapolis Internal Audit Department.

**E. Accounting Policies and Procedures.** The Park Board shall establish, maintain and monitor accounting policies and procedures to ensure

- Financial transactions conform with GAAP, Charter and State Statutes
- Park Board assets are safeguarded
- Internal controls are maintained



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**V. PROCUREMENT POLICIES**

The Park Board shall adhere to all applicable Minnesota Statutes related to procurement of goods and services. The Park Board also adheres to all applicable City of Minneapolis procurement policies unless otherwise stipulated by Board policy.

**A. State of Minnesota Statutes.** Minnesota Statute §471.345 (Uniform Municipal Contracting Law) is the umbrella statute governing public procurement by local governments in Minnesota.

**B. City of Minneapolis Charter.** Article VII, §7.2 (a) (13) and (f) of the City of Minneapolis Charter authorizes the City Council to establish a purchasing department as a branch of the city government to have full charge of purchases under the supervision of the city council and its independent boards.

**C. City Procurement Division.** The City of Minneapolis acts as the purchasing agent for the Park Board through its Purchasing Division. The city buyers are responsible for review and approval of all purchases and with assuring compliance with all purchasing laws and policies. A City buyer directs the bid process and solicits, advertises and receives all bids.

**D. Bid Process.** The City of Minneapolis procurement policies require a formal sealed bid process for purchases of \$100,000 or more.<sup>9</sup> The City of Minneapolis purchasing division by City Charter authority shall administer the formal bid process for all departments of the City and its independent boards.<sup>10</sup> City policies require two quotations for purchases between \$2,500 and \$100,000. Staff designated as approvers may approve purchases up to \$2,500.

**E. Board Approval.** Purchases of \$50,000 or more require Board approval. Purchases of \$50,000 or more for standard operating purposes in the department's approved annual budget will be presented to the Full Board as a consent item. All non-standard purchases of \$50,000 or more will be presented at the Committee level.

**F. Public Purpose.** All materials and services purchased by the MPRB shall have a public purpose and be funded through the current adopted budget. A public purpose is an activity directly related to the functions of the organization that provide benefit to the community.

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<sup>9</sup> Minnesota Statute §471.345, *Uniform Municipal Contracting Law*. Subd. 3, "If the amount of the contract is estimated to exceed \$100,000 sealed bids shall be solicited by public notice"

<sup>10</sup> City of Minneapolis Charter, Article VII, §7.2(a)(13) and (F)



## G. Contracts.

1. **Professional Services Contracts.** Professional services are intellectual or creative in nature and may require specialized training, including, but not limited to, analysis, design, evaluation, programming and training.

a. **Standard Agreement Form.** Professional services agreements will be submitted on the Board adopted standard agreement form. The form provides for the acquisition of professional services while providing the Board with approved contractual protections. Any substantive changes to this form require review and approval by the Park Board attorney. Contracts of \$100,000 or more require Board approval.

b. **Amendments.** The Park Board will use amendments to authorize modifications to professional services agreements. Administrative approval of amendments by the appropriate Assistant Superintendent is allowed provided that the following conditions are met.

- Amendment does not alter the character of the contract
- The necessary funds are available in the approved budget
- Amendments increasing the amount of a contract utilize the Standard Professional Services Contract Amendment form
- The amendment does not increase the contract total to \$100,000 or more
- An amendment increasing the contract total to \$100,000 or more requires Board Approval.

2. **Price Contracts.** Price contracts are contracts between the Park Board and a vendor for goods and/or non-professional services at a predetermined price for a specified period of time (usually one year). Pricing contracts may result from cooperative agreements bid by municipal agencies. The assigned City Buyer manages the entire bid process for the establishment of the price contract or utilization of an existing cooperative agreement. Contracts of \$100,000 or more require City approval of the Small & Underutilized Business Program goals and Board approval. Changes to price contracts are made by contacting the assigned City Buyer.

3. **Construction Contracts.** Construction contracts are contracts between the Park Board and a vendor for construction services for a particular project or set of projects. Contracts of \$100,000 or more require City approval of the Small & Underutilized Business Program goals, and Board approval. All construction contracts, regardless of dollar amount require Park Board attorney review and approval prior to work commencing.

a. **Construction Contract Form.** Construction contracts will utilize the American Institute of Architects contract form with counsel approved modifications. The form provides for the acquisition of construction services while providing the Board with approved contractual protections. All approved construction funds not required for project completion will be returned to the original funding source for other future use. Contracts of \$100,000 or more require City approval of the Small & Underutilized Business Program goals; Park Board attorney review and approval; and Board approval prior to work commencing.



b. **Construction Contingency.** At the time of construction contract award and when funding sources allow, the Park Board will authorize a construction contingency of up to 10% of the construction contract for use toward necessary contract change orders.

c. **Change Orders.** The Park Board will use change orders to authorize modifications to construction contracts. Administrative approval of change orders by the appropriate Assistant Superintendent is allowed provided that the following conditions are met.

- Change order does not alter the character of the contract
- The necessary funds are available from approved project funding sources
- The sum of project change orders is within the construction contingency authorized by the Board at the time of construction contract award
- Change orders increasing the amount of a contract utilize the American Institute of Architects contract change order form with counsel approved modifications.
- A change order increasing the contract total to \$100,000 or more requires Board approval.

H. **Target Market Program(TMP)**<sup>11</sup> The Park Board will participate in the TMP as administer by the City of Minneapolis. The TMP provides a marketplace where qualified small-businesses will have the ability to respond alongside other similarly situated small businesses for Park Board contracts up to \$100,000.

I. **Emergency Authority of Superintendent.** The Superintendent shall have the authority to authorize emergency purchases or other expenditures of funds of up to \$100,000 under the following conditions:

1. A sudden, unanticipated or unexpected event occurs, whether by an act of nature or by humans, which demands an immediate response by the Park Board;
2. The failure to respond to the event would be a severe detriment to the best interests of the Park Board, its operations or the public interest;
3. There are no adequate existing appropriations or fund authorizations available to the Superintendent to properly respond to the event or occurrence; and

<sup>11</sup> Minnesota Statute §471.382, *Credit Cards*



4. The Superintendent prior to authorizing the expenditure of funds shall advise the President of the Board of the need for a response and proposed expenditure and secures the President's approval for the expenditure of funds. In the event that the President cannot be contacted, the Superintendent shall advise and seek approval from the Vice-President, the Chair of the Administration and Finance Committee, or the Chair of the Planning committee in that order. If none of those officers is available, the Superintendent will contact any other Commissioner and advise them of the need and proposed response and seek their approval. The approval of one of the foregoing officers or commissioners is sufficient for the Superintendent to exercise this authority.

The Superintendent will provide a complete report on the need for and expenditure of funds under this paragraph to the entire Board at the next meeting of the Board at which time the Board will then consider a motion to ratify the expenditure of funds.

**I. Park Board Credit Card.** State law provides cities with the authority to make purchases through the use of a credit card.<sup>12</sup> The Park Board may use a Park Board issued credit card to facilitate purchases necessary for Park Board operations, lodging and travel, and to facilitate other necessary transactions. Credit card usage is subject to all applicable Minnesota Statutes and City of Minneapolis procurement policies.

## **VI. PENSION POLICIES**

The City of Minneapolis administers the pension program for all eligible employees including employees of the Park Board.

**A. Authorizing Employer Pension Deductions.** Pension benefits are funded from member and employer contributions and income from the investment of fund assets. Minnesota Statutes set the rates for employer and employee contributions.<sup>13</sup> The City of Minneapolis charges all funds under the Park Board's jurisdiction the appropriate bi-weekly amounts, as provided for in state law, for each member of the Public Employees Retirement Association and the Minneapolis Police Relief Association.

**B. Pension Unfunded Liability.** These liability amounts are included in the departmental appropriations and will be billed to the affected departments. Reinsurance amounts will be paid to a self-insurance pool funded through premiums paid by departments and tracked by department.

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<sup>12</sup> Minnesota Statute §471.382, *Credit Cards*

<sup>13</sup> Minnesota Statute §353, *Public Employees Retirement Association*; Minnesota Statute §422A, *Minneapolis Employees Retirement Fund*; Minnesota Statute §69.77, *Minneapolis Police Relief Association*



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## VII. APPROPRIATION POLICIES

**A. Budget Appropriation.** The annual budget appropriation is adopted by the Board at a meeting each year.

**B. Legal Level of Appropriation.** The Park Board adopts an annual budget by fund setting the legal level of appropriation at the fund level.

**C. Authority of the Superintendent.** The Board has delegated the following authorities to the Superintendent or his/her designee related to budget appropriations. The Superintendent shall notify the Board whenever the authority granted under this section has been exercised.

- To establish or modify revenue estimates and expenditure appropriations allowing departments to receive and spend grants or private contributions under \$100,000 for projects or programs consistent with donor requirements and Board mission.
- To re-appropriate non-recurring purchases that were encumbered in the previous fiscal year and delivered in the current year
- To re-appropriate all capital project year-end balances
- To modify appropriations related to technical accounting treatment changes
- To establish or modify appropriations, revenue estimates to carry out the intent of the Board approved Budget and effectuate any action or resolution passed, approved or any legal agreement passed, approved and executed with respect to any inter-fund loans, advances operating transfers or their repayment
- To modify revenue estimates and expenditure appropriations for all funds as necessary during the course of the year to reflect the most current estimates as long as there is no change in the projected net revenues

## VIII. ADMINISTRATIVE FINANCIAL POLICIES

Administrative financial policies provide direction that is financial in nature. Park Board administrative policies that are not financial in nature are not included in this section.

**A. Fraud in the Workplace.** The Park Board shall protect the revenue, property, information and other assets from any attempt, either by members of the public, contractors, subcontractor, agents, or employees, to gain by deceit, financial or other benefits at the expense of City taxpayers. The Park Board will provide systems and procedures for the prevention and detection of fraud and will support and promote a culture and environment that fosters honest and ethical behavior.

**B. General Fund Administrative Overhead Charge.** The Park Board will recover costs within the General Fund related to services it provides to non-General Fund departments. The allocation of those costs will be based on a fair and consistent methodology, applied organization-wide and developed and administered by the Finance Department.



**E. Gifts and Donations.** Gifts of personal and real property are encouraged and will be accepted if consistent with the overall plans and objectives of the Park Board. Gifts and donations become the property of the Park Board. Where applicable, the Park Board will encourage donors to include a stipend creating a perpetual trust for the continued care and maintenance of the gift. Monetary contributions are also encouraged. Gifts which are not consistent with the overall plans of the Park Board may be accepted by the Park Board if they benefit the Park Board by production of income or, in the case of land, may be used for trade or sale.

When a gift or donation is received, the Park Board will accept the gift, record the gift, deposit the gift in the appropriate fund and receipt the contributor per IRS regulations. The Park Board will maintain a graduated process for gift recognition including Board acknowledgement, listing in the Park Board Annual Report and formal thank-you letters from the Board President and/or Superintendent.

**F. Foundations.** The Park Board recognizes the value and encourages the development of park foundations and other philanthropic efforts to advance the purposes of the Park Board and the Metropolitan Regional Park System.

## **IX. DEBT MANAGEMENT POLICIES**

**A. Bond Sales.** The City of Minneapolis by authority of the City Charter acts as the Treasurer for the Minneapolis Park and Recreation Board.<sup>14</sup> The Park Board issues and sells bonds under the full faith and credit of the City.

The objective of the City's debt management policies is to provide a framework for managing the City's capital financing and economic development activities in a way that preserves the public trust and balances costs to current and future taxpayers without endangering essential City and Park Board services.

- 1. Guiding Principles for City of Minneapolis Debt Issuance Method of Sale.** The three primary methods of selling bonds include competitive sale, negotiated sale and private placement. The City uses the competitive sale method for its general obligation bond sales unless factors such as structure, size or market conditions compel the use of a negotiated sale. The City may use the negotiated sale method on economic development related projects when the characteristics of the transaction require a more specific marketing plan and/or the issue lacks an investment grade rating due to complex security provisions or other factors.
- 2. Selection of Independent Advisors.** The City uses competitive processes to select all service providers involved in the bond issuance process.

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<sup>14</sup> City of Minneapolis Code of Ordinances, Title 2, Chapter 17, Section 17.60(b) and (f)



3. **Variable Rate Debt.** The City uses variable rate debt to provide debt structuring flexibility and potential interest savings to the total debt portfolio. Generally, the City maintains no more than 25% of its total debt obligations in variable rate model.
4. **General Obligation Bonds, Property Tax Supported.** General obligation, property tax supported bonds finance only those capital improvements and long-term assets that have been determined to be essential to the maintenance or development of the City.
5. **Special Obligation Revenue Bonds.** Special obligation revenue bonds, those bonds for which the City incurs no financial or moral obligation, are issued only if the associated development projects can be shown to be financially feasible and contributing substantially to the welfare and/or economic development of the City and its inhabitants.
6. **Bond Term.** The City shall issue bonds with terms no longer than the economic useful life of the project. For self-supporting bonds, maturities and associated debt service shall not exceed projected revenue streams.
7. **Feasibility.** The City shall obtain secured guarantees for self-supporting bonds to the extent possible. The City shall also obtain assurances of project viability and guarantees of completion prior to the issuance of bonds.

**B. Other Debt.** The Park Board has authority to obtain private financing and inter-fund loans when deemed appropriate and after approval of the Board.

1. **Long-Term Financing.** Long-term financing will be considered to finance certain capital improvements or property acquisition as an alternative to bond issuance when conditions warrant. There are situations when such loans are both prudent and appropriate and can result in cost savings for the Park Board.
2. **Short-Term Financing/Capital Lease Debt.** Short-term financing or capital lease debt will be considered to finance certain equipment purchases. Adequate funds for the repayment of principal and interest must be included in the approved budget of the requesting service area. The term of financing will be limited to the usual useful life period of the vehicle or equipment, but in no case will exceed fifteen years.
3. **Inter-fund Loans.** The Park Board will consider loans to individual funds from the pool of invested funds for a specific purpose. The loan would be considered when the following conditions are met.
  - Adequate funding is available in the fund providing the loan without placing the fund at risk for fund balance deficits.
  - The fund receiving the loan has adequate resources to make the appropriate annual payments and said payments are provided for in the annual budget.
  - The inter-fund loan will result in cost savings for the Park Board.



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## X. CAPITAL BUDGET POLICIES

The objective of the capital budget policies is to ensure maintenance of public infrastructure in the most cost-efficient manner.

**A. Asset Management.** The Park Board will maintain, manage, rehabilitate, and replace existing assets through the development of annual, short-term (five year) and long-term (20+ year) plans in accordance with industry best management practices and as adopted by the Board.

**B. Capital Improvement Program.** The Park Board will develop an annual and five-year Capital Improvement Program (CIP) that will include land acquisition, new development and the functional redevelopment of existing facilities as authorized by the Board. The CIP will detail each capital project, the estimated cost and funding sources.

**C. Operating Budget Impacts.** Operating expenditures/savings of each capital project are included in the cost of implementing the CIP and reflect estimates of all personnel expenses and other operating costs attributable to the capital outlays. Departments benefiting from the capital investment must account for the increased operating costs resulting from capital projects.

**D. Repair and Replacement.** The Park Board strives to maintain its physical assets at a level that protects the Park Board's capital investments and minimizes future maintenance and replacement costs. Where possible, the capital budget shall provide for the adequate maintenance, repair and replacement of the capital infrastructure and equipment from current revenues.

## XI. RISK MANAGEMENT POLICIES

The Park and Recreation Board is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters.

**A. Property Insurance.** The Park Board will purchase commercial property insurance to insure against theft of, damage to, and destruction of assets.

**B. Health and Dental Insurance.** For employee health and dental, the Park Board as a component unit of the City of Minneapolis participates in the City's process of obtaining risk financing for these types of losses. The Park Board pays an employer share of commercial health coverage based on negotiated terms within the various union contracts which cover Park and Recreation Board employees. Dental coverage is a self-insured function administered by the City and the Park Board pays the amount set annually by the City.



For all other risks of loss the Park Board operates a Self-Insurance Internal Service Fund for accounting and financing purposes. No excess commercial coverage is purchased and the Park Board assumes all risk associated with these activities.

**C. Workers Compensation.** The Park Board shall maintain and manage a workers compensation self-insurance program to fund liabilities due to work place injuries. The Park Board will contract with a third party administrator to administer the program on behalf of the Park Board. Minnesota statute requires the Park Board to participate in the Workers' Compensation Reinsurance Association and Park Board shall select the retention level deemed appropriate for the organization.<sup>15</sup>

**D. General Liability.** The Park Board shall maintain and manage a general liability self-insurance program to fund liabilities related to general, motor vehicle and police professional liabilities. The Park Board will handle claims internally when possible and will use legal counsel when necessary.

**E. Authority of the Superintendent.** The Board has delegated the following authorities to the Superintendent or his/her designee related to risk management.

- Workers compensation settlements shall be presented to the Board for approval
- Authority to settle general liability claims up to \$15,000 without Board Action

**F. Rates.** All funds of the Park Board will participate in the Self-Insurance Fund and will make monthly payments to the fund based on historical experience of the amounts needed to pay prior and current year claims which become payable in the given year.

**G. Self-Insurance Fund Liabilities.** Governmental Accounting Standards Board Statement 10 requires that a liability must be recognized when it is probable that a loss has occurred and the amount of that loss can be reasonably estimated. The Park Board shall provide actuarially determined liability estimates and will revise those estimates every two years.

## **XII. TRANSFER POLICIES**

The objective of the transfer policies is to ensure the transfer of money between funds is done in a fiscally sound manner. Transfers are indicative of funding for capital projects, general operations and subsidies of various Park Board operations and re-allocations of special revenues.

**A. Enterprise Fund.** The enterprise operations of the Park Board may provide support to the General Fund on an annual basis. The amount of this support shall be determined and approved in the adoption of the annual budget.

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<sup>15</sup> Minnesota Statute §79.34, *Creation of Reinsurance Association*



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**B. Capital Project Funds.** General Fund pay-as-you-go capital rehabilitation dollars shall be transferred to the Capital Project Fund on an annual basis as the projects that utilize this funding source are established. Regional park operations and maintenance funding from lottery-in-lieu of proceeds are recorded in the Park Board special revenue fund and shall be transferred to the capital project fund as project costs are authorized and incurred.

**C. Authority of the Superintendent.** The Board has delegated the following authorities to the Superintendent or his/her designee related to transfers. The Superintendent shall notify the Board whenever the authority granted under this section has been exercised.

- To make temporary loans to cover fund cash deficits at the end of each fiscal year
- To transfer balances to carry out the intent of the Board approved Budget and effectuate any action or resolution passed, approved or any legal agreement passed, approved and executed with respect to any inter-fund loans, advances operating transfers or their repayment





## Tax Levy & Local Government Aid

- 2018 Property Tax Overview      Page 52
- Local Government Aid Overview      Page 53



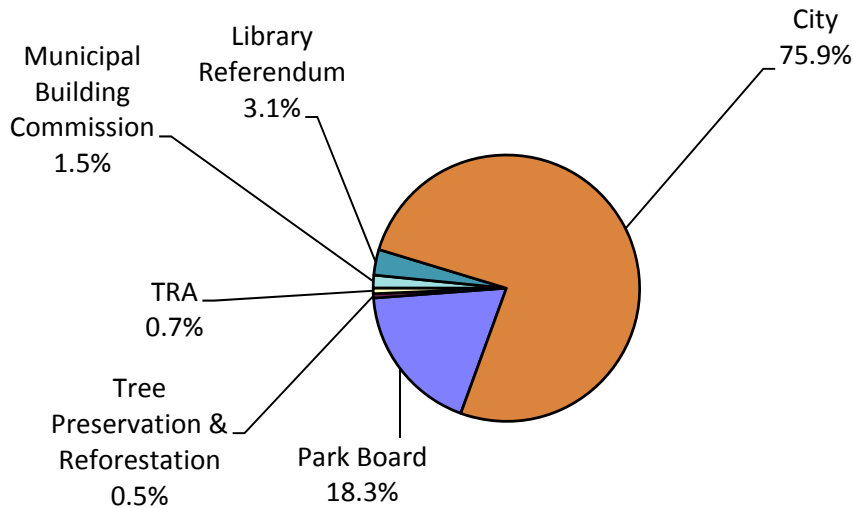
# 2018 Property Tax Overview

The Board adopted 2018 Annual Budget approved the MPRB maximum property tax levy of \$62.2 million. The Board of Estimate and Taxation passed a resolution on September 27, 2017 setting the MPRB 2018 maximum property tax levy at \$62.2 million, a 4.1 percent increase from 2017. The resolution included the MPRB General Fund maximum property tax levy of \$60.5 million, an increase of \$2.4 million from 2017. The maximum property tax levy for the MPRB Tree Preservation & Reforestation Fund was set at \$1.8 million, an increase of \$20,000 from 2017.

## City of Minneapolis Property Tax

	2017	2018	Change	% Change
Total City of Minneapolis	237,641,895	251,303,000	13,661,105	5.7%
Minneapolis Park Board	58,013,000	60,450,000	2,437,000	4.2%
Tree Preservation & Reforestation	1,732,000	1,752,000	20,000	1.2%
Park Board Total	59,745,000	62,202,000	2,457,000	4.1%
Library (Referendum)	9,300,000	10,300,000	1,000,000	10.8%
Municipal Building Commission	4,954,300	5,103,000	148,700	3.0%
Teachers Retirement Association	2,300,000	2,300,000	0	0.0%
<b>Total</b>	<b>313,941,195</b>	<b>331,208,000</b>	<b>17,266,805</b>	<b>5.5%</b>

## Property Tax Allocation by Area





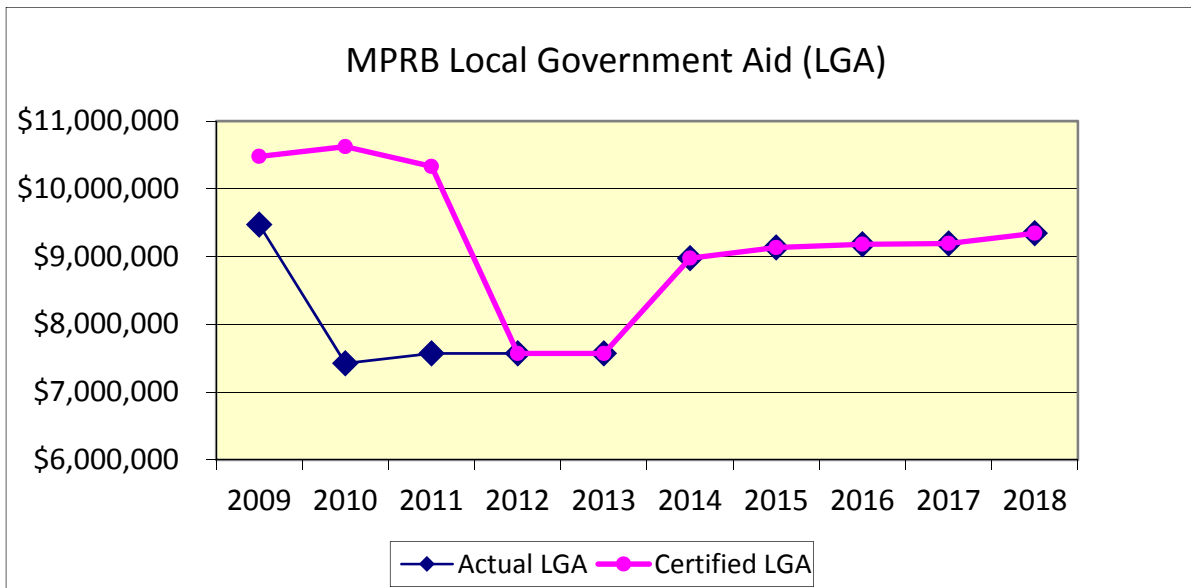
# Local Government Aid Overview

Local Government Aid (LGA) has been an unpredictable funding source. State budget deficits resulted in substantial reductions of local government aid between 2009 and 2011. Actions taken by the State to balance the State budget from 2009 through 2011, resulted in a loss of \$7.0 million in certified state aids to the MPRB General Fund. MPRB LGA funding stabilized in 2012, with the certified amount substantially lower than past years.

The MPRB expects to see an increase of \$151,746 in 2018 LGA, for a total of \$9.3 million, based on the LGA formula in state law and through concurrent ordinances passed by the MPRB and the City of Minneapolis that transfers 11.79 percent of City of Minneapolis LGA to the MPRB.

**MPRB Local Government Aid**

	Certified	Actual	Budget
2009	\$10,478,975	\$9,471,504	
2010	\$10,623,674	\$7,423,928	
2011	\$10,331,471	\$7,570,039	
2012	\$7,570,039	\$7,570,039	
2013	\$7,570,039	\$7,570,039	
2014	\$8,977,319	\$8,977,319	
2015	\$9,133,360	\$9,133,360	
2016	\$9,182,581	\$9,182,581	
2017	\$9,194,018	\$9,194,018	
2018	\$9,345,764		\$9,345,764







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# General Fund

- General Fund Overview Pages 56-60
  
- Department Budgets
  - Superintendent's Office Pages 61-67
  - Deputy Superintendent's Office Pages 68-79
  - Environmental Stewardship Division Pages 80-93
  - Planning Division Pages 94-100
  - Recreation Division Pages 101-111
  
- Personnel Summary Pages 112-113



# General Fund Overview

The MPRB's General Fund is an operating fund established to account for all financial resources except those required to be accounted for in another fund. The General Fund includes activities such as environmental stewardship, planning, recreation, park safety and general government administration.

<b>General Fund Balanced Budget</b>		
	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Revenues</b>	76,613,494	80,760,661
<b>Expenditures</b>	76,613,494	80,760,661
<b>Balance</b>	0	0

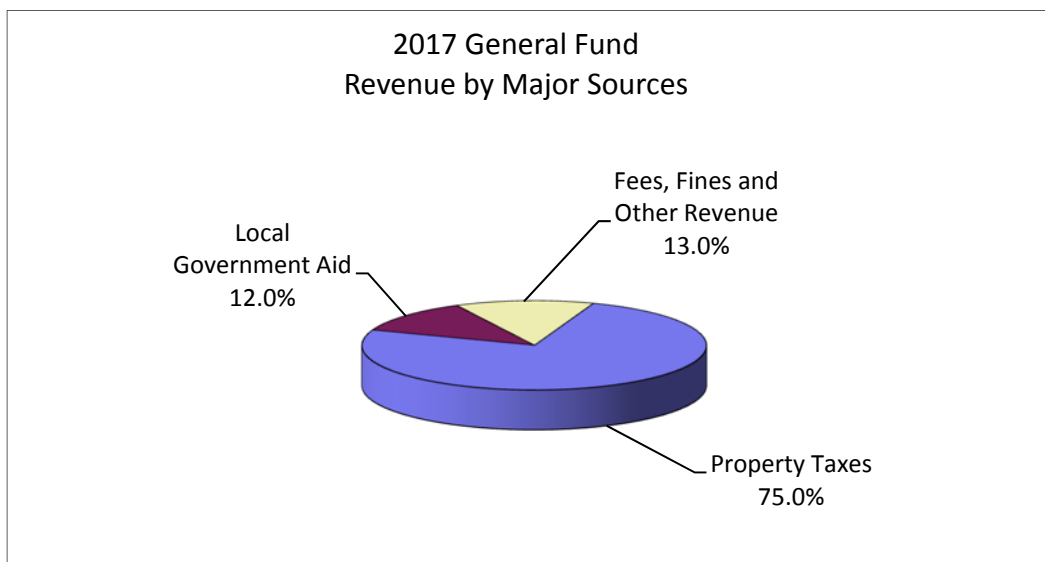
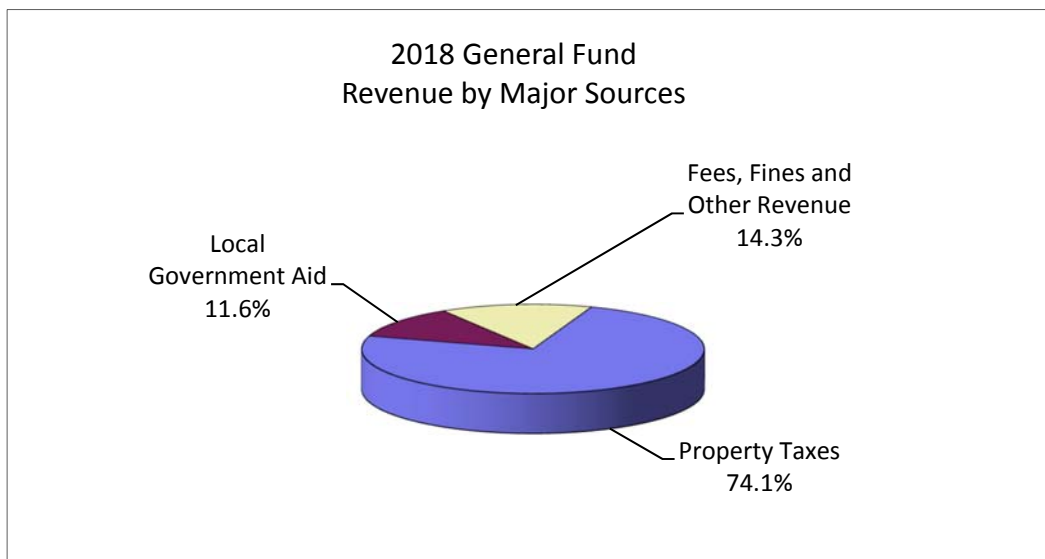
The approved 2018 budget for the General Fund is \$81 million, an increase of 5 percent from the 2017 approved budget. The MPRB depends on property taxes and Local Government Aid (LGA) to fund operations. The 5 percent increase in the 2018 budget is primarily due to a \$2.3 million increase in property tax. The operating budget is 86 percent supported by property taxes and LGA and 14 percent supported by other revenues.

Operations account for 96 percent of the General Fund budget, capital expenditures account for 4 percent. The majority of the MPRB operating budget provides resources to fund programs and services to maintain neighborhood parks, natural resources and urban forest (50 percent); recreation (24 percent); and park safety (8 percent).



### General Fund Revenue by Major Sources

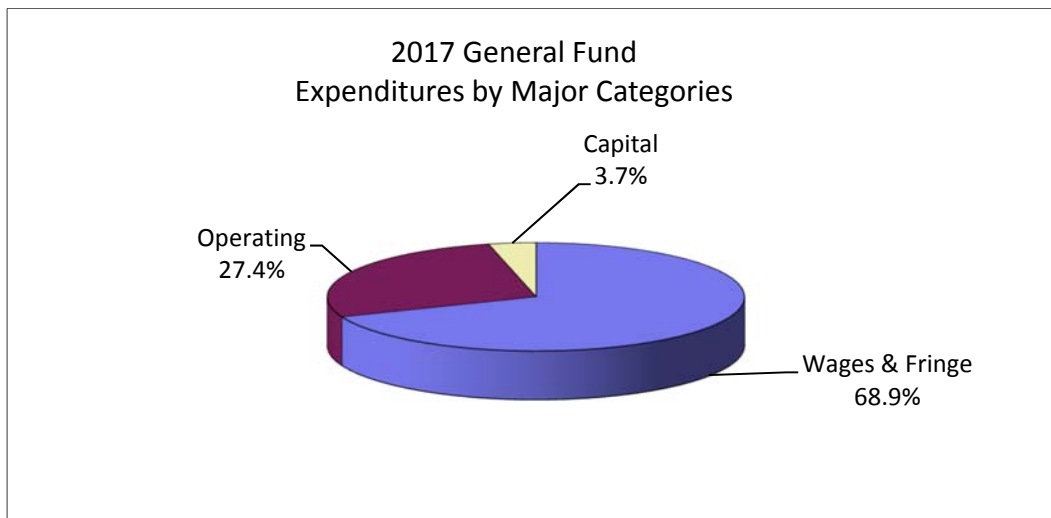
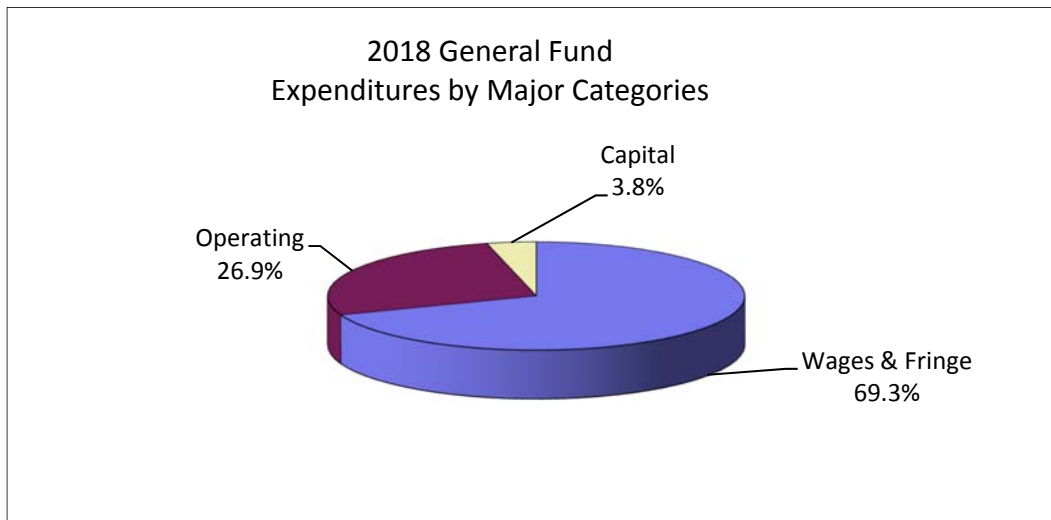
	2017 Approved	2018 Approved	Change	% Change
Current Property Taxes	57,462,870	59,845,051	2,382,181	4.1%
Local Government Aid (LGA)	9,194,054	9,345,764	151,710	1.7%
Fees, Fines and Other Revenues	9,956,570	11,569,846	1,613,276	16.2%
<b>Total Revenue</b>	<b>76,613,494</b>	<b>80,760,661</b>	<b>4,147,167</b>	<b>5.4%</b>





### General Fund Expenditures by Major Categories

	2017 Approved	2018 Approved	Change	% Change
Wages & Fringe	52,801,058	55,934,174	3,133,116	5.9%
Operating	21,002,436	21,746,487	744,051	3.5%
Capital	2,810,000	3,080,000	270,000	9.6%
<b>Total Expenditures</b>	<b>76,613,494</b>	<b>80,760,661</b>	<b>4,147,167</b>	<b>5.4%</b>





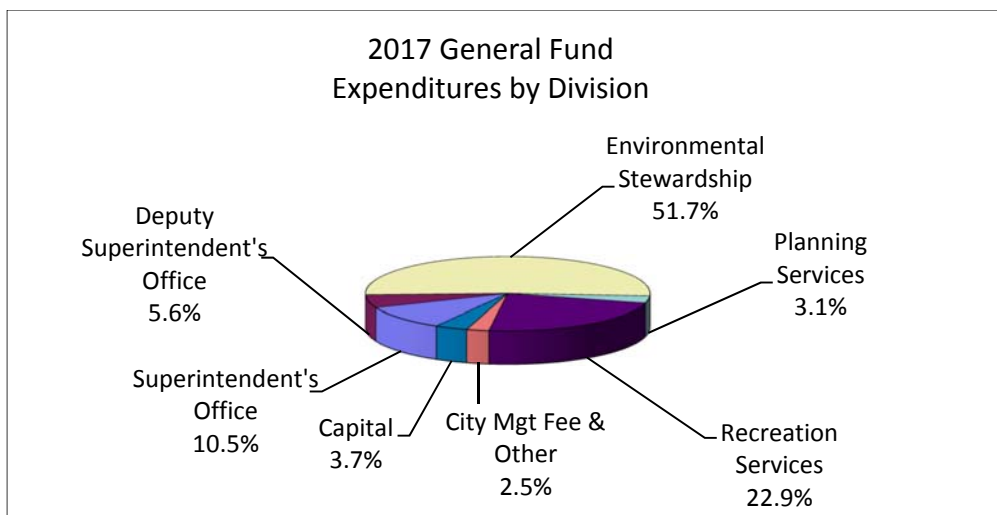
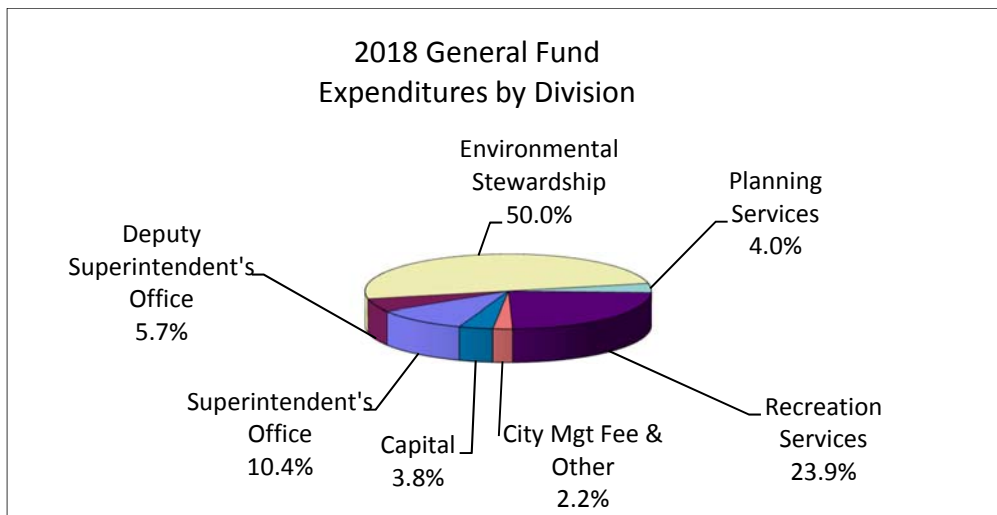
**General Fund  
Expenditures by Division/Departments**

	<b>2017</b>	<b>2018</b>	
	<b>Approved</b>	<b>Approved</b>	<b>Change</b>
<b>Superintendent's Office</b>			
Superintendent's Office	749,070	791,001	41,931
Board of Commissioners	658,984	713,121	54,137
Communications & Marketing Department	738,349	842,738	104,389
Park Police Department	5,867,073	6,082,402	215,329
<b>Deputy Superintendent's Office</b>			
Deputy Superintendent's Office	254,832	265,745	10,913
Community Outreach Department	1,426,118	1,420,867	(5,251)
Customer Service Department	440,769	522,690	81,921
Finance Department	1,068,970	1,219,474	150,504
Human Resources Department	1,102,950	1,138,808	35,858
<b>Environmental Stewardship Division</b>			
Asset Management Department	27,271,698	27,773,465	501,767
Environmental Management Department	2,989,633	3,156,404	166,771
Forestry Department	9,352,470	9,468,751	116,281
<b>Planning Services Division</b>			
Design & Project Management Department	1,486,470	2,217,669	731,199
Strategic Planning Department	867,699	1,009,357	141,658
<b>Recreation Services Division</b>			
Athletic Programs & Aquatics Department	2,881,845	3,420,786	538,941
Recreation Centers & Programs Department	10,529,092	11,554,794	1,025,702
Youth Development Department	4,167,379	4,291,860	124,481
<b>City Mgmt Fee, Contributions &amp; Other</b>	<b>1,950,093</b>	<b>1,790,729</b>	<b>(159,364)</b>
<b>Operating Expenditures</b>	<b>73,803,494</b>	<b>77,680,661</b>	<b>3,877,167</b>
Neighborhood Park Capital Levy	2,180,000	2,180,000	0
Operations Facilities	230,000	500,000	270,000
Park Land Acquisition Reserve	400,000	400,000	0
<b>Total Capital &amp; Reserve</b>	<b>2,810,000</b>	<b>3,080,000</b>	<b>270,000</b>
<b>Total General Fund</b>	<b>76,613,494</b>	<b>80,760,661</b>	<b>4,147,167</b>



### General Fund Expenditures by Division

	2017 Approved	2018 Approved	Change	% Change
Superintendent's Office	8,013,476	8,429,262	415,786	5.2%
Deputy Superintendent's Office	4,293,639	4,567,584	273,945	6.4%
Environmental Stewardship	39,613,801	40,398,620	784,819	2.0%
Planning Services	2,354,169	3,227,026	872,857	37.1%
Recreation Services	17,578,316	19,267,440	1,689,124	9.6%
City Mgmt Fee, Contributions & Other	1,950,093	1,790,729	(159,364)	-8.2%
Capital	2,810,000	3,080,000	270,000	9.6%
<b>Total General Fund</b>	<b>76,613,494</b>	<b>80,760,661</b>	<b>4,147,167</b>	<b>5.4%</b>

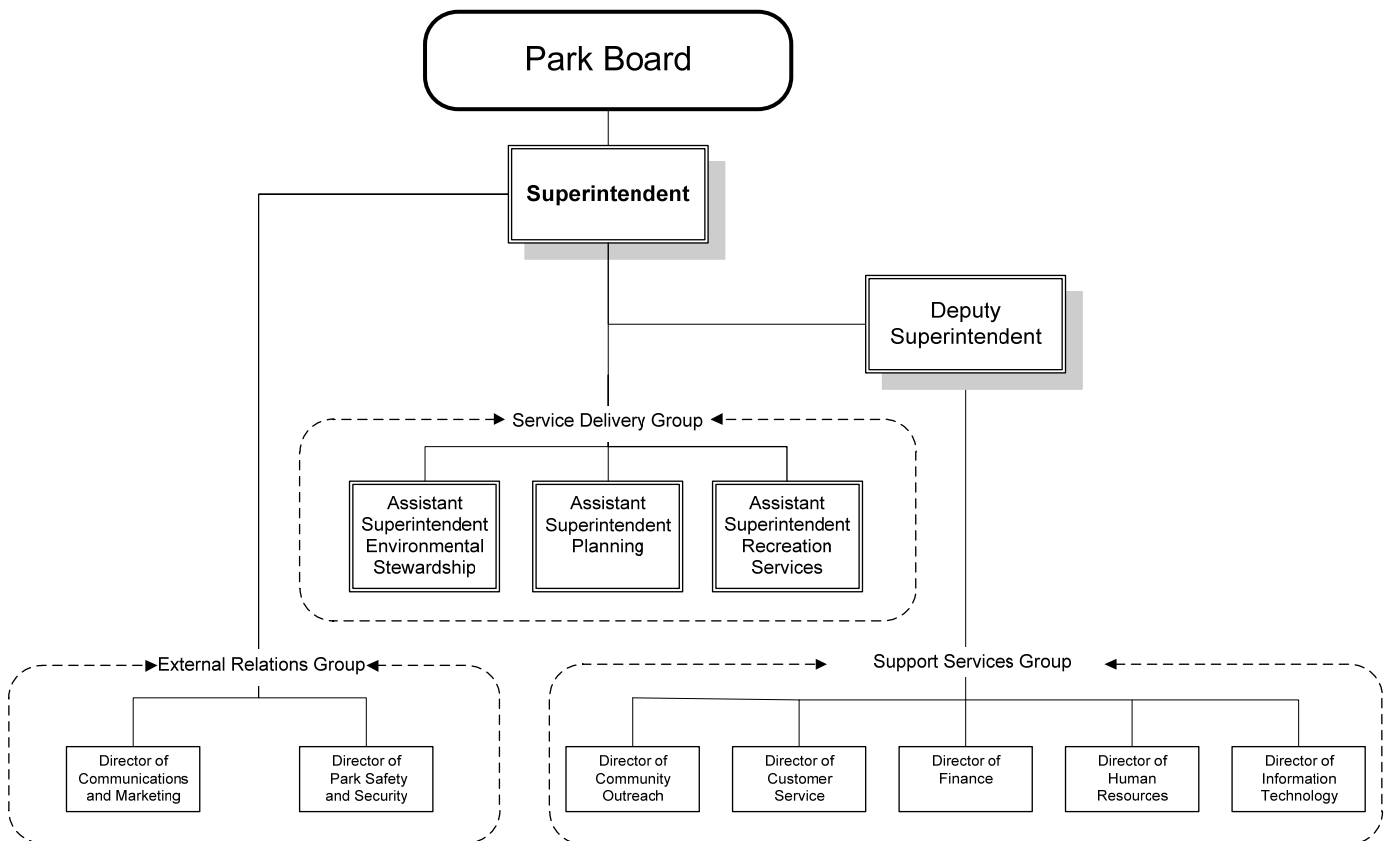




# Department Budgets

## Superintendent's Office

The Superintendent's Office is responsible for the executive management of the highly diverse services and operations of the MPRB. The Superintendent provides leadership, vision, and direction to MPRB's service areas, implements Board policy, and works with the Board and leadership staff to craft strategic and financial planning objectives. The Superintendent serves in a highly visible capacity as an ambassador to the community and to other governmental agencies. The Superintendent provides expertise and leadership in general MPRB administration, organizational development, community relations, intergovernmental relations, Board support/relations, MPRB budget and financial strategic planning, communications and marketing, and park safety and security.





## Superintendent's Office

The Superintendent's Office provides organization leadership, management and support of Park Board staff and departments and provides for the development and implementation of Park Board policies. It also supports grant writing efforts and lobbying efforts to aggressively seek external funding to the Park Board.

<b>Fund 11500</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Salaries and Wages</b>	<b>212,688</b>	<b>213,535</b>
<b>Fringe Benefits</b>	<b>55,875</b>	<b>57,166</b>
<b>Operating Costs</b>	<b>480,507</b>	<b>520,300</b>
<b>Superintendent's Office</b>	<b>749,070</b>	<b>791,001</b>

<b>Superintendent's Office Personnel</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
Executive Assistant to the Superintendent	0.60	0.60
Superintendent of Parks	1.00	1.00
<b>Full Time</b>	<b>1.60</b>	<b>1.60</b>
<b>Superintendent's Office</b>	<b>1.60</b>	<b>1.60</b>



## Board of Commissioners

The Board of Commissioners provides organizational policy direction and administrative support to the Superintendent.

<b>Fund 11500</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Salaries and Wages</b>	<b>158,597</b>	<b>159,656</b>
<b>Fringe Benefits</b>	<b>141,557</b>	<b>145,746</b>
<b>Operating Costs</b>	<b>358,830</b>	<b>407,719</b>
<b>Board of Commissioners</b>	<b>658,984</b>	<b>713,121</b>

<b>Board of Commissioners Personnel</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
Executive Assistant to the Deputy Superintendent	0.25	0.25
Executive Assistant to the Superintendent	0.40	0.40
Park Board Commissioners	9.00	9.00
<b>Full Time</b>	<b>9.65</b>	<b>9.65</b>
<b>Board of Commissioners</b>	<b>9.65</b>	<b>9.65</b>



## Communications and Marketing

The Communications and Marketing Department manages a variety of communications initiatives for the organization, including news releases, media relations, crisis communications, social media, email subscription services, district publications, photography, web site maintenance and enhancements, special promotions development, special project writing support and consultation with staff relating to public relations issues.

### Communications & Marketing Goals & Benchmarks

Goal	Comp Plan Goal	Strategic Direction	Racial Equity Action Plan
The Community Outreach Department in collaboration and partnership with the Communications and Marketing Department will lead development and implementation of an organizational translation and interpretation policy and implementation plan, to provide a consistent and systematic approach for addressing translation and interpretation needs of residents and park visitors.	Easily accessible information supports enjoyment and use of the park and recreation system	B 3	A5, B4
<b>Benchmarks</b>			<b>Target Date</b>
Research local and national public sector best practices for translation and interpretation. Establish a cross-departmental translation and interpretation team. Identify the roles, goals, process and timeline for moving forward with developing a translation and interpretation policy and implementation plan.			11/31/2017
Assess internal and external needs for translation and interpretation, and identify solutions for providing a systemic approach for addressing translation and interpretation needs of residents and park visitors.			02/31/2018
Develop a policy that reflects the organization's governing principles related to translation and interpretation, and procedures related to the policy. Also develop an implementation plan that includes: strategies to communicate through traditional and non-traditional methods in regular communications and emergency situations; priorities for implementation; and methods for ongoing assessment and adaptation as community needs change.			4/31/2018
Provide training for staff about the policy and plan, including strategies, implementation schedule, and available resources. Begin implementation of the plan to increase MPRB's ability to communicate with and better engage the diverse users of Park Board facilities and services.			5/31/2018
Monitor and assess implementation of translation and interpretation plan based on methods identified in the plan and general user feedback. Create and share year-end report with staff and Board.			12/15/2018



**Communications and Marketing (continued)**

<b>Fund 11500</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Salaries and Wages</b>	<b>439,534</b>	<b>501,422</b>
<b>Fringe Benefits</b>	<b>140,914</b>	<b>177,874</b>
<b>Operating Costs</b>	<b>157,901</b>	<b>163,442</b>
<b>Communications &amp; Marketing</b>	<b>738,349</b>	<b>842,738</b>

<b>Communications &amp; Marketing</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
Archivist	0.00	1.00
Communications Representative	1.25	1.25
Communications Representative NPP20	0.00	0.75
Director, Communications & Marketing	1.00	1.00
Social Media & Marketing Consultant	0.85	0.85
Web & Interactive Media Administrator	1.00	1.00
Web Content Producer	1.00	1.00
<b>Full Time</b>	<b>5.10</b>	<b>6.85</b>
Admin Support/Intern - Web Technician	0.80	0.80
Admin Support/Intern - Photojournalist	0.40	0.40
Admin Support/Intern - Graphic Designer	0.40	0.40
Communications Assistant	0.40	0.40
Marketing Assistant	0.20	0.20
<b>Part Time</b>	<b>2.20</b>	<b>2.20</b>
<b>Communications &amp; Marketing</b>	<b>7.30</b>	<b>9.05</b>



## Park Police

The Park Police Department is responsible for policing within the Minneapolis park system. This includes: preventing crimes, answering calls for service, enforcing laws, and related duties. The Park Police Department consists of sworn Police Officers, Park Patrol Agents, and support staff. Members of the Park Police are devoted to developing strong relationships with community and MPRB staff with the goal of making safe parks, facilities and programs.

### Park Police Goals & Benchmarks

Goal	Comp Plan Goal	Strategic Direction	Racial Equity Action Plan
In collaboration with the Community Outreach Department, the Park Police Department will convene an advisory board comprised of interested stakeholders representing diverse backgrounds. This advisory board would make recommendations to the Park Police Chief on policies, programs, and certain personnel matters (potentially to include hiring/promotional processes).	Communities, public and private partners, and staff cooperate to promote safety.	B&3	A5, B1
<b>Benchmarks</b>			<b>Target Date</b>
Partner with Community Outreach to develop an advisory board framework based on successful models.			4/1/2018
Select/appoint members, coming from diverse backgrounds, to serve on advisory board charged with advising Park Police on how to better serve the community.			5/1/2018
Convene monthly advisory board meetings to discuss topics that are important to park safety and to open two-way communication with stakeholders.			6/1/2018
Work with advisory board members to develop a "charter" based on successful models.			10/1/2018
Train advisory board members on Park Police operations, practices, governance, policies, etc. Advise Park Police on community concerns and work strategically and collaboratively with community and Park Police to address those concerns.			10/1/2018
Develop a 12-month work plan.			12/31/2018



**Park Police (continued)**

<b>Fund 11500</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Fees</b>	<b>44,835</b>	<b>106,691</b>
<b>Fines</b>	<b>321,000</b>	<b>346,000</b>
<b>Other Revenue</b>	<b>15,000</b>	<b>15,000</b>
<b>Park Police Revenue</b>	<b>380,835</b>	<b>467,691</b>

<b>Fund 11500</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Salaries and Wages</b>	<b>3,492,768</b>	<b>3,651,672</b>
<b>Fringe Benefits</b>	<b>1,257,900</b>	<b>1,304,764</b>
<b>Operating Costs</b>	<b>1,116,405</b>	<b>1,125,966</b>
<b>Park Police Expense</b>	<b>5,867,073</b>	<b>6,082,402</b>

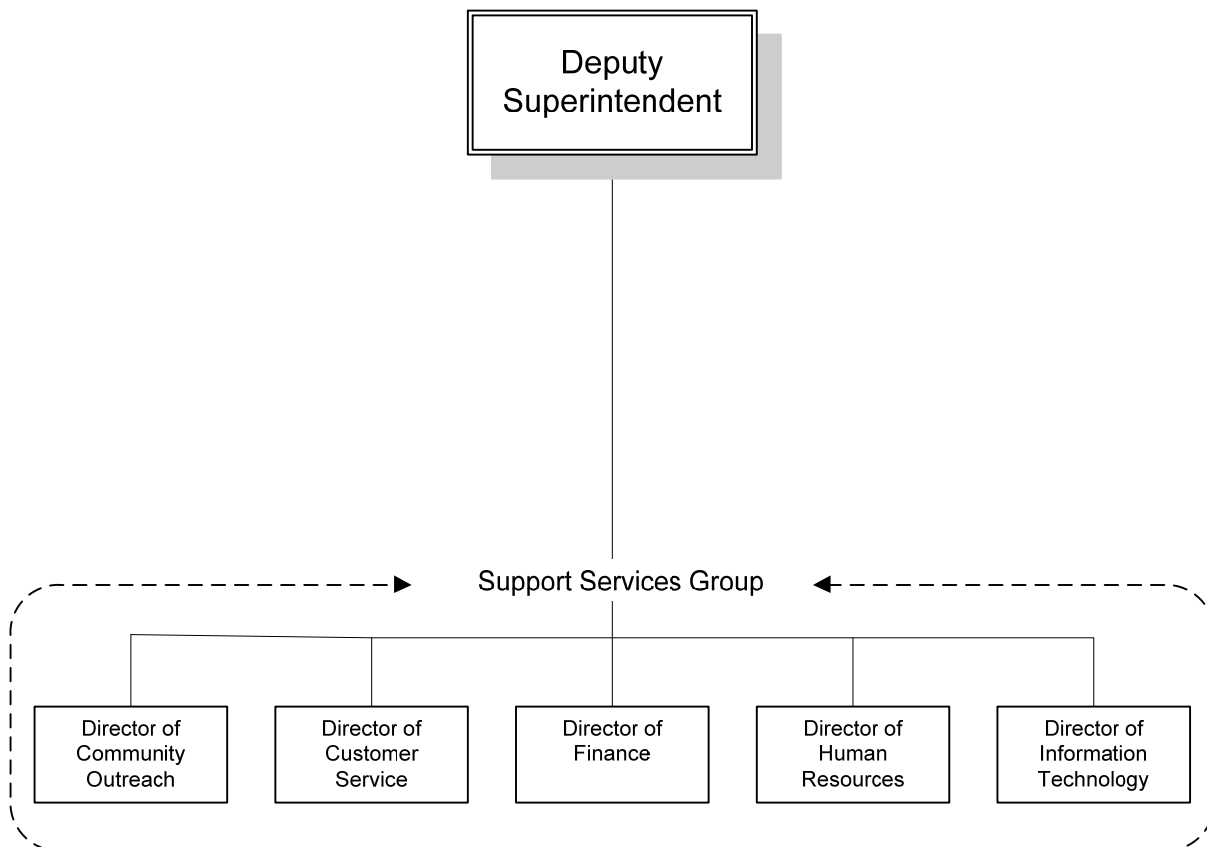
	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Park Police Personnel</b>		
Administrative Assistant	0.85	0.85
Director, Park Safety and Security	1.00	1.00
Park Patrol Agent	2.00	2.00
Police Lieutenant, Parks	2.00	2.00
Police Officer, Parks	25.00	24.00
Police Sergeant, Parks	7.00	8.00
Youth Violence Prevention	1.00	1.00
<b>Full Time</b>	<b>38.85</b>	<b>38.85</b>
Park Patrol Agent, Seasonal	11.16	11.16
Police Officer, Parks - Part-Time	0.00	1.33
<b>Part Time</b>	<b>11.16</b>	<b>12.49</b>
<b>Park Police</b>	<b>50.01</b>	<b>51.34</b>



# Department Budgets

## Deputy Superintendent's Office

The Deputy Superintendent is responsible for the coordination of the day-to-day operations of the support services group of the MPRB. The Superintendent provides leadership and direction for the entire MPRB, while the Deputy is responsible for cross-departmental coordination and leadership. The Deputy Superintendent provides oversight of MPRB's community outreach, customer service, finance, human resources and information technology departments as well as records management and risk management.





### Deputy Superintendent's Office

The Deputy Superintendent's Office provides oversight of MPRB's community outreach, customer service, finance, human resources and information technology departments as well as records management, public data response, records retention and risk management. The Deputy Superintendent's Office is also responsible for the cross-departmental coordination and leadership of the MPRB.

<b>Fund 11500</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Salaries and Wages</b>	<b>177,078</b>	<b>191,454</b>
<b>Fringe Benefits</b>	<b>52,618</b>	<b>55,246</b>
<b>Operating Costs</b>	<b>25,136</b>	<b>19,045</b>
<b>Deputy Superintendent's Office</b>	<b>254,832</b>	<b>265,745</b>

<b>Deputy Superintendent's Office Personnel</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
Deputy Superintendent	1.00	1.00
Executive Assistant to the Deputy Superintendent	0.75	0.75
<b>Full Time</b>	<b>1.75</b>	<b>1.75</b>
Urban Scholar	0.00	0.15
<b>Part Time</b>	<b>0.00</b>	<b>0.15</b>
<b>Deputy Superintendent's Office</b>	<b>1.75</b>	<b>1.90</b>



## Community Outreach

The Community Outreach Department leads organizational efforts to build and maintain critical relationships with underrepresented communities (including communities of color, immigrant communities, English-language learners, people with disabilities and LGBTQ communities) and serves as the bridge for the organization to provide equitable access to and use of parks, programs, opportunities, and information. The department prepares the organization to be responsive to the changing needs of the community by educating staff on cultural differences and racial equity, providing staff with tools and resources to better serve the diverse communities of the City and by working with other departments to ensure that demographic data and community feedback drive decision making. Department staff serves as a resource to other departments to facilitate connections with underserved groups or organizations and staff assist in identifying community needs, gaps in service and duplication of service. The department proactively supports the Human Resources Department in developing and sustaining organizational capacity to recruit and retain a workforce reflective of the community through equitable recruitment and hiring practices as well diversity and inclusion training for staff. Additionally, the department produces and supports community events that connect people across cultures to the parks and each other.



**Community Outreach Goals & Benchmarks**

<b>Goal</b>	<b>Comp Plan Goal</b>	<b>Strategic Direction</b>	<b>Racial Equity Action Plan</b>
Provide more support for the July 1st Somali Independence Day to support cultural celebrations of underserved and underrepresented populations within the Minneapolis Park and Recreation system.	Easily accessible information supports enjoyment and use of the park and recreation system	B 1 & 3	A5
<b>Benchmarks</b>			<b>Target Date</b>
Meet with key event organizers to review the 2017 event, and find out how or where the Park Board could help or become more involved in the 2018 event. Become a part of the event planning committee, lending our advice in the planning of event, to ensure MPRB values are being met.			12/1/2017
Schedule and reserve the Showmobile for the 2018 event, and also add this event to the Info Swap Booth 2018 schedule. Also, find out what MPRB park or parks the event would like to utilize in conjunction with this event for 2018.			1/12/2018
Assist event organizers in marketing this event, using our various Community Engagement connections in diverse communities throughout the City of Minneapolis.			4/1/2018
Align the Superintendent or an MPRB staff to speak at the event once again if requested.			5/1/2018
MPRB staff will be on-site during the event on July 1st to provide overall support.			7/1/2018
Evaluate the event to determine the value and needs for future events and participation in this event.			9/1/2018



**Community Outreach (continued)**

<b>Fund 11500</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Fees</b>	<b>10,000</b>	<b>1,000</b>
<b>Other Revenue</b>	<b>41,000</b>	<b>51,500</b>
<b>Community Outreach Revenue</b>	<b>51,000</b>	<b>52,500</b>

<b>Fund 11500</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Salaries and Wages</b>	<b>858,650</b>	<b>868,885</b>
<b>Fringe Benefits</b>	<b>281,949</b>	<b>273,492</b>
<b>Operating Costs</b>	<b>285,519</b>	<b>278,490</b>
<b>Community Outreach Expense</b>	<b>1,426,118</b>	<b>1,420,867</b>

<b>Community Outreach</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
Community Engagement Coordinator	4.00	4.00
Community Event Supervisor	1.00	1.00
Director, Community Outreach	1.00	1.00
Event Coordinator	2.00	2.00
Event Technician	1.00	1.00
Manager, Community Outreach, Equity & Inclusion	1.00	1.00
<b>Full Time</b>	<b>10.00</b>	<b>10.00</b>
Administrative Assistant	0.50	0.50
Recreation Specialist C	1.50	1.50
Seasonal Mobile Equipment Operator	0.12	0.12
Special Service Attendant	1.81	1.98
<b>Part Time</b>	<b>3.93</b>	<b>4.10</b>
<b>Community Outreach</b>	<b>13.93</b>	<b>14.10</b>



## Customer Service

The Customer Service Department provides the management and support of customer relations and is responsible for regulatory permits and concessionaire contracts. The department issues facility use permits for picnics, weddings, parkway use, portrait photography, annual parking permits, contract parking permits, and annual off-leash permits. The department administers the Memorials & Tributes program, coordinating purchase and installation of tribute benches and trees throughout the park system. Coordination and staffing of the Longfellow House Visitor Center at Minnehaha Park and the Customer Service Ambassadors at the Wirth Winter Headquarters & Forthcoming Trailhead. Other functions include customer service staff training; duplication, binding and mail services; walk-up and phone activity registration; general reception; and internal support services.



**Customer Service (continued)**

<b>Fund 11500</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Fees</b>	<b>723,683</b>	<b>741,100</b>
<b>Customer Service Revenue</b>	<b>723,683</b>	<b>741,100</b>

<b>Fund 11500</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Salaries and Wages</b>	<b>275,706</b>	<b>335,002</b>
<b>Fringe Benefits</b>	<b>107,222</b>	<b>124,082</b>
<b>Operating Costs</b>	<b>57,841</b>	<b>63,606</b>
<b>Customer Service Expense</b>	<b>440,769</b>	<b>522,690</b>

	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Customer Service Personnel</b>		
Customer Service Representative I	1.38	1.38
Customer Service Representative II	1.00	1.00
Copy Center Operator	1.00	1.00
Director, Customer Service	0.75	0.75
Event Coordinator	0.40	0.40
<b>Full Time</b>	<b>4.53</b>	<b>4.53</b>
Special Service Attendant	0.54	2.07
Youth Worker	0.35	0.35
<b>Part Time</b>	<b>0.89</b>	<b>2.42</b>
<b>Customer Service</b>	<b>5.42</b>	<b>6.95</b>



## Finance

The Finance Department provides the management and support of the Accounting & Financial Reporting and Budget & Financial Analysis functions of the MPRB. Department responsibilities include general accounting, procurement, billing, capital project accounting, financial reporting and auditing, risk management, financial analysis, budget development and budget monitoring. The department also provides the financial analysis and data collection necessary to support activity based accounting and reporting and will assist departments when financial data is needed for departments' goals and benchmark reporting.

### Finance Goals & Benchmarks

Goal	Comp Plan Goal	Strategic Direction	Racial Equity Action Plan
Develop and implement the use of racial equity tools in the review and update of MPRB Procurement policies and procedures to ensure barriers to racial equity are reduced and dollars are accessible to and benefiting the diversity of the region.	Financial Independent and sustainable parks prosper.	1,2,3,4	A5, D1

Benchmarks	Target Date
Identify and prioritize the MPRB procurement policies and procedures to be reviewed and updated.	3/30/2018
Obtain and review disparities studies conducted by the City of Minneapolis and League of Minnesota Cities and identify information and measures that are applicable to the MPRB.	5/30/2018
Develop a structured and phased implementation plan for review and update of MPRB procurement policies and procedures.	7/30/2018
Review implementation plan with Executive Team, obtain feedback, modify plan and obtain Executive Team approval of the plan.	8/30/2018
Begin work on the review and update of MPRB procurement policies and procedures utilizing racial equity tools.	9/15/2018
Continue the implementation of the plan until fully executed. Evaluate the process, review outcomes, and make modifications as needed.	Ongoing

**Finance (continued)**

<b>Fund 11500</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Salaries and Wages</b>	<b>691,517</b>	<b>769,365</b>
<b>Fringe Benefits</b>	<b>250,046</b>	<b>305,053</b>
<b>Operating Costs</b>	<b>127,407</b>	<b>145,056</b>
<b>Finance</b>	<b>1,068,970</b>	<b>1,219,474</b>

<b>Finance Personnel</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
Account Clerk	2.50	3.50
Account Clerk NPP20	0.50	0.50
Accountant	1.00	1.00
Accounting Supervisor	1.00	1.00
Capital Projects Accountant	0.43	0.40
Capital Projects Accountant NPP20	0.00	0.60
Director, Finance	0.80	0.80
Financial Services Asst/Payroll	1.00	1.00
Financial Analyst	1.00	1.00
Manager, Budget & Analysis	1.00	1.00
Senior Financial Analyst	0.75	0.75
<b>Full Time</b>	<b>9.98</b>	<b>11.55</b>
<b>Finance</b>	<b>9.98</b>	<b>11.55</b>



## Human Resources

The Human Resources Department provides management and support of personnel initiatives. Human Resources staff reviews best practices for policies, procedures and processes aimed at better efficiency and overall customer service in the areas of recruitment, staffing, performance management, employee development and HR policy management.

### Human Resources Goals & Benchmarks

Goal	Comp Plan Goal	Strategic Direction
Recognizing the importance of continued wellness initiatives within the MPRB staff, research, identify and implement an internal wellness committee that will serve all MPRB staff.	Through outreach and research, park and recreation services are relevant today and tomorrow	3 & 4
Benchmarks		Target Date
Human Resources with assistance from internal staff will draft a wellness committee goal and charter that builds on the city-wide benefits wellness initiatives that are currently provided.		1/28/2018
Present charter and process plan to Superintendent leadership team and executive team for approval.		2/15/2018
Form an internal wellness committee and identify possible programs to offer. Begin interviewing possible contract/vendors, as necessary, to deliver programs.		2/28/2018
Introduce committee to staff and encourage staff participation in programs via informational sessions and flyer notifications to staff.		3/15/2018
Launch programs to all staff.		3/28/2018
Evaluation of participation and satisfaction levels of the programs offered. Recommendations for changes, if any, will go to the executive team for the next year.		12/31/2018

**Human Resources (continued)**

<b>Fund 11500</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Salaries and Wages</b>	<b>612,689</b>	<b>616,154</b>
<b>Fringe Benefits</b>	<b>219,151</b>	<b>223,299</b>
<b>Operating Costs</b>	<b>271,110</b>	<b>299,355</b>
<b>Human Resources</b>	<b>1,102,950</b>	<b>1,138,808</b>

<b>Human Resources Personnel</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
Director, Human Resources	1.00	1.00
Human Resources Associate	2.00	2.00
Human Resources Consultant	2.00	2.00
Human Resources Consultant NPP20	1.00	1.00
Occupational Health & Safety Consultant	0.10	0.10
Senior Human Resources Consultant	1.50	1.50
Training & Professional Development Consultant	1.00	1.00
<b>Full Time</b>	<b>8.60</b>	<b>8.60</b>
<b>Human Resources</b>	<b>8.60</b>	<b>8.60</b>



### City Management Fee, Contributions & Other

This cost center accounts for revenues and expenditures benefiting the entire organization, rather than a specific department. MPRB contributions to outside agencies are paid from this cost center, along with fees charged by the City of Minneapolis for benefit administration, financial systems, and other services.

	2017	2018
Fund 11500	Approved	Approved
Fees	192,000	464,248
Other Revenue	537,707	537,707
<b>Park Board Wide Revenue</b>	<b>729,707</b>	<b>1,001,955</b>

	2017	2018
Fund 11500	Approved	Approved
Salaries and Wages	397,799	106,224
Fringe Benefits	59,669	59,669
Operating Costs	1,492,625	1,624,836
<b>City Management Fee, Contributions &amp; Other Expense</b>	<b>1,950,093</b>	<b>1,790,729</b>

City Management Fee	1,033,904	1,143,796
Internal Service Fund Loan Repayment	130,000	130,000
City of Minneapolis Benefit Administration Fee	177,903	202,004
Affordable Care Act Impact	59,669	59,669
St. Anthony Heritage Board	31,000	31,000
Youth Coordinating Board	16,577	16,577
Other Operating Costs	103,241	101,459
Provision for Wage, Insurance, & Pension Adjustments	397,799	106,224
<b>City Management Fee, Contributions &amp; Other</b>	<b>1,950,093</b>	<b>1,790,729</b>

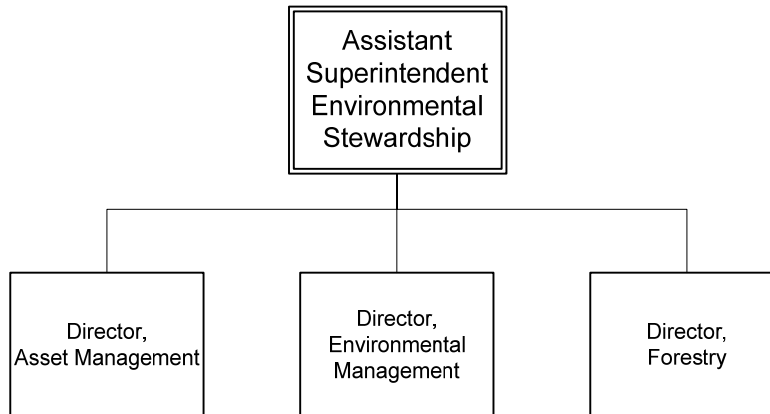


# Department Budgets

## Environmental Stewardship Division

The Environmental Stewardship Division provides expertise for the care and maintenance of the Minneapolis Park system. The division oversees the maintenance of the Minneapolis park system's physical infrastructure, equipment and fleet, natural areas, water resources, and forestry.

### Environmental Stewardship Leadership Team





## Asset Management

The Asset Management Department provides the management and maintenance of parks and park assets in the north, northeast, southeast, south, southwest, regional, and downtown. Facilities and amenities that are maintained include buildings, turf, natural areas, gardens, trails, play areas, rental facilities, pools, and skating areas. In addition, the department maintains all city-wide athletic fields at Neiman Sports Complex and Parade. The department manages and coordinates plumbing, electrical, paint, carpentry and cement finishing services. The department also provides management of the internal services fund - equipment services and is responsible for the maintenance, repair, and replacement of more than 1,700 pieces of MPRB equipment.

### Asset Management Goals & Benchmarks

Goal	Comp Plan Goal	Strategic Direction
Complete phase one of implementation for the Organization Wide Asset Management Software (VUEWorks). Phase one will include building out several areas of VUEWorks. Sections may change order based on the VUEWorks team and schedules.	Easily accessible information supports enjoyment and use of the park and recreation system	A, B, C, 2, 3 & 4
Benchmarks		Target Date
Complete needs assessment with all departments to ensure setup and configuration accomplishes desired end results.		1/31/2018
Initial system setup and configuration complete, including integration with active directory and GIS data.		1/31/2018
Complete basic import and build-out of assets in VUEWorks-including buildings, parks, park amenities, parkways, playgrounds, pools, fields, courts, golf courses, trees, natural areas, and gardens.		2/15/2018
Configure and test workflows for Trades, Equipment Shop, and Maintenance Service Areas. Convert and validate data based on test results.		4/15/2018
Build queries, filters and reports.		6/15/2018
Develop training program based on job responsibilities and/or department. A program for front-line employees - those that will be inputting service request; managers who will approve and manage workflow; and executive leaders needing performance reports.		9/15/2018

**Asset Management (continued)**

<b>Fund 11500</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Fees</b>	<b>217,641</b>	<b>254,441</b>
<b>Other Revenue</b>	<b>679,066</b>	<b>679,066</b>
<b>Asset Management Revenue</b>	<b>896,707</b>	<b>933,507</b>

<b>Fund 11500</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Salaries and Wages</b>	<b>12,672,166</b>	<b>12,599,847</b>
<b>Fringe Benefits</b>	<b>6,200,060</b>	<b>6,311,646</b>
<b>Operating Costs</b>	<b>8,399,472</b>	<b>8,861,972</b>
<b>Asset Management Expense</b>	<b>27,271,698</b>	<b>27,773,465</b>

**Asset Management (continued)**

<b>Asset Management Personnel</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
Administrative Assistant	1.00	0.00
Assistant Director Asset Management NPP20	1.00	1.00
Assistant Superintendent Env. Stewardship	0.40	0.40
Automotive Mechanic	1.35	1.35
Carpenter	3.00	3.00
Carpenter NPP20	2.00	2.00
Carpenter Apprentice NPP20	1.00	1.00
Cement Finisher	2.00	2.00
Construction Engineer	1.00	0.00
Contract Administrator	0.00	0.75
Contract Administrator NPP20	0.00	0.25
Director, Asset Management	0.75	0.75
Electrician	2.00	2.00
Executive Assistant	0.50	0.50
Foreman Carpenter	1.00	1.00
Foreman Cement Finisher	1.00	1.00
Foreman Electrician	1.00	1.00
Foreman Painter	1.00	1.00
Foreman Plumber	1.00	1.00
Foreman Service Area	3.00	1.00
Gardener	8.00	8.37
Gardener NPP20	1.00	1.00
Management Analyst	2.00	2.00
Manager, Park Operations	5.00	5.00
Manager, Park Operations NPP20	1.00	1.00
Manager, Trades	0.00	0.75
Manager, Trades NPP20	0.00	0.25
Mobile Equipment Operator	13.45	13.45
Mobile Equipment Operator NPP20	3.00	3.00
Occupational Health & Safety Consultant	0.40	0.40
Painter	3.00	3.00
Parkkeeper	91.88	92.50
Parkkeeper NPP20	4.00	4.00
Parkkeeper Trainee NPP20	10.00	10.00

**Asset Management Personnel (continued)**

Parkkeeper Crew leader	18.00	17.87
Pipefitter	1.00	1.00
Plumber	3.00	3.00
Refuse & Recycling Crew Leader (MEO)	1.00	1.00
<b>Full Time</b>	<b>189.73</b>	<b>188.59</b>
Trades	0.83	0.83
Trades -Apprentice	0.50	0.50
Seasonal Gardener	1.00	1.00
Seasonal Management Intern NPP20	0.75	0.75
Seasonal Mobile Equipment Operator	7.53	7.53
Seasonal Mobile Equipment Operator NPP20	2.00	2.00
Seasonal Park Maintenance Worker	30.46	30.80
Seasonal Park Maintenance Worker NPP20	3.25	3.25
<b>Part Time</b>	<b>46.32</b>	<b>46.66</b>
<b>Asset Management</b>	<b>236.05</b>	<b>235.25</b>



## Environmental Management

The Environmental Management Department provides management and support of environmental education, natural and water resources management, and volunteer coordination for the Environmental Stewardship Division. Environmental education major focus areas include the Neighborhood Naturalist program which serves all recreation centers, the Eloise Butler Wildflower Garden and Bird Sanctuary, the JD Rivers’ Children’s Garden, as well as partnership based projects and programs. Water resources staff monitors, manages, and protects the water quality of Minneapolis lakes and creeks and manages beach and Webber Natural Swimming Pool bacteria monitoring. Aquatic invasive species prevention, protection and management work is also a focus of the environmental education and water resources staff. Natural resources staff manages more than 400 acres of prairies, shorelines, wetlands, and woodlands, and coordinates re-vegetation projects. Natural resources staff focuses much of their work on the management of terrestrial invasive species. Each year, more than 7,000 volunteers contribute more than 25,000 hours to help maintain the park system. Volunteer programs encompass one-time service projects, ongoing site-based activities, Park Stewards agreements and working collaboratively with other departments on volunteer activities throughout the parks.

### Environmental Management Goals & Benchmarks

Goal	Comp Plan Goal	Strategic Direction
Successfully complete Legislative and Citizen Commission on Minnesota Resources (LCCMR) grant-funded Nokomis Carp Management Research Project.	Sound management techniques provide healthy, diverse, and sustainable natural resources	C, 2
<b>Benchmarks</b>		<b>Target Date</b>
Obtain permits from MN DNR for 2018 project activities. Required permits are for fish population studies and commercial fishing. Permits will be obtained by WSB and Blue Water Science.		4/1/2018
Continue to refine estimates of carp biomass through via electrofishing. Contractor will create estimates of kilograms of carp per acre in Lake Nokomis based on catch-per-unit-effort method created by University of MN researchers. Information will be used to determine if the fall 2017 carp removal was successful and create goals for a 2018-19 removal.		9/30/2018
Conduct monthly telemetry surveys of electro tagged carp locations to determine where and when carp are spawning, moving, and congregating. Information will be used to target aggregations of fish for removal and to create the Nokomis Carp Management Plan.		12/30/2018
Conduct commercial fishing of carp with the goal of one to two commercial fishing efforts completed by the end of 2018. (One effort may be completed in Fall 2017. The second is weather and carp location dependent and could be conducted in winter 2019.)		12/30/2018



**Environmental Management Goals & Benchmarks (continued)**

<b>Goal</b>	<b>Comp Plan Goal</b>	<b>Strategic Direction</b>
As Phase II of the MPRB's natural areas planning work, develop Management Reports for high interest MPRB natural areas and Regional Park corridors. Ensure Management Reports include site inventories, assessments and management cost estimates.	Sound management techniques provide healthy, diverse, and sustainable natural resources	C, 2
<b>Benchmarks</b>		<b>Target Date</b>
Develop and send out Requests for Proposals (RFP) for Phase II Natural Areas Plan work. Assess proposals and select contractor.		11/1/2017
Enter into a Professional Services Agreement for Phase II Natural Areas Plan work.		12/1/2017
Contractor and staff review MPRB GIS (Geographic Information System) maps and site information for high interest natural areas and Regional Park corridors. Contractor and staff develop assessment methodologies and prioritization for high interest natural areas and Regional Park corridors.		1/1/2018 - 3/31/2018
Site inventory and assessment field work by contractor during growing season.		4/1/2018 - 9/30/2018
GIS mapping refinements and development of management goals for each of the high interest natural areas and Regional Park corridors.		10/1/2018 - 6/30/2019
Development of Management Reports for high interest natural areas and Regional Park corridors and cost estimates development for implementing management strategies.		2/1/2019 - 6/30/2019
Development and review of Final Report and electronic data submissions.		7/1/2019 - 9/30/2019



**Environmental Management Goals & Benchmarks (continued)**

<b>Goal</b>	<b>Comp Plan Goal</b>	<b>Strategic Direction</b>
<p>Work with staff from Information Technology Services (ITS) and Asset Management (AM) Departments to ensure Environmental Management (EM) needs are assessed and that system is built out appropriately to meet EM operational and record-keeping needs for integration into Phase One of the MPRB's new Organization Wide Asset Management Software (VUEWorks).</p>	<p>Easily accessible information supports enjoyment and use of the park and recreation system</p>	<p>A, B, C, 2, 3, &amp; 4</p>
<b>Benchmarks</b>		<b>Target Date</b>
<p>Ensure staff are gathering data for integration into VUEWorks, including but not limited to work associated with the management of MPRB natural areas, water bodies, Eloise Butler Wildflower Garden, and JD Rivers Children's Garden.</p>		<p>3/1/2018</p>
<p>Ensure Natural Resources Coordinator, Water Resources Supervisor, Environmental Education Coordinator, and Environmental Stewardship Volunteer Coordinator work with ITS and AM on needs assessment for VUEWorks.</p>		<p>6/1/2018</p>
<p>Launch the movement of natural resources and water resources data into VUEWorks and upon completion test for success.</p>		<p>7/1/2018 - 8/15/2018</p>
<p>Participate in work flow tests as appropriate for VUEWorks implementation.</p>		<p>9/1/2018</p>
<p>Work with AM and ITS to build appropriate queries, filters, and reports for EM.</p>		<p>10/1/2018</p>
<p>Work with AM and ITS to ensure VUEWorks training program meets staff needs.</p>		<p>10/31/2018</p>
<p>Continue communications with staff from ITS and AM departments to ensure EM data is functioning properly with VUEWorks.</p>		<p>9/1/2018-12/15/2018</p>

**Environmental Management (continued)**

	<b>2017</b>	<b>2018</b>
<b>Fund 11500</b>	<b>Approved</b>	<b>Approved</b>
<b>Fees</b>	<b>541,740</b>	<b>566,252</b>
<b>Other Revenue</b>	<b>16,549</b>	<b>16,549</b>
<b>Environmental Management Revenue</b>	<b>558,289</b>	<b>582,801</b>

	<b>2017</b>	<b>2018</b>
<b>Fund 11500</b>	<b>Approved</b>	<b>Approved</b>
<b>Salaries and Wages</b>	<b>1,460,800</b>	<b>1,690,179</b>
<b>Fringe Benefits</b>	<b>472,369</b>	<b>530,591</b>
<b>Operating Costs</b>	<b>1,056,464</b>	<b>935,634</b>
<b>Environmental Management Expense</b>	<b>2,989,633</b>	<b>3,156,404</b>

**Environmental Management (continued)**

<b>Environmental Management Personnel</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
Administrative Assistant	0.00	1.00
AIS Program Administrator	1.00	1.00
Assistant Superintendent Env. Stewardship	0.20	0.20
Director, Environmental Management	1.00	1.00
Env. Stewardship Volunteer Coordinator	1.00	1.00
Environmental Education Supervisor	1.00	1.00
Gardener Curator	1.00	1.00
Mobile Equipment Operator	1.55	1.55
Natural Resources Coordinator	1.00	1.00
Natural Resources Position	0.00	1.00
Naturalist	1.00	1.00
Naturalist Programs Coordinator	1.00	1.00
Water Resources Supervisor	1.00	1.00
Water Resources Technician	2.00	2.00
<b>Full Time</b>	<b>12.75</b>	<b>14.75</b>
Environmental Specialist A	13.19	13.46
Environmental Specialist B	2.27	2.97
Environmental Specialist C	0.25	0.25
Program Aide I	0.60	0.60
Program Aide II	0.50	0.50
Seasonal Gardener	0.70	0.70
Seasonal Park Maintenance Worker	2.00	1.50
Water Quality Support	1.66	1.66
Youth Worker	0.66	1.16
<b>Part Time</b>	<b>21.83</b>	<b>22.80</b>
<b>Environmental Management</b>	<b>34.58</b>	<b>37.55</b>



## Forestry

The Forestry Department provides for management and support of forestry operation services. As the steward of the municipal urban forest, the Forestry Department is responsible for the care of nearly 200,000 boulevard trees on 1,100 miles of streets as well as all trees on more than 6,000 acres of park land. This work is done by professional arborists who plant, prune and remove trees. The budget includes funding for the planting of a diverse population of new trees to replace those that are removed as well as the removal of resulting stumps. The budget also supports monitoring the urban forest for invasive tree pests, specifically Emerald Ash Borer and Dutch Elm Disease. In addition, support is provided for the clean-up of fallen trees and debris caused by storms.

### Forestry Goals & Benchmarks

Goal	Comp Plan Goal	Strategic Direction
Continue the implementation of a "stump free parks" plan to catch up on the backlog of existing stumps in neighborhood parks by facilitating their removal throughout the calendar year.	Sound management techniques provide healthy, diverse and sustainable natural resources. Healthy boulevard trees connect all city residents to their park system.	B & C, 2 & 3
Benchmarks		Target Date
Using MPRB data, reconfirm the location of all neighborhood parks within each Forestry Service Area and create a project name within the computerized tree inventory program for recording stump grinding work.		3/15/2018
Review with Forestry staff the expectations involving information to be recorded for stump grinding work whether performed contractually or in-house.		4/15/2018
Following a predetermined route that specifies the length of time spent in each Forestry Service Area, begin the equitable removal of stumps by cycling through neighborhood parks using contractors.		4/15/2018 - 12/15/18
Following a predetermined route that specifies the length of time spent in each Forestry Service Area, begin the equitable removal of stumps by cycling through neighborhood parks using in-house personnel.		6/15/2018 - 12/15/18
Review with Forestry staff the status of removing all stumps from neighborhood parks and determine if the goal of "stump free parks" has been met. If the goal has not been met, what would be needed for accomplishment in 2019.		12/15/2018



**Forestry Goals & Benchmarks (continued)**

<b>Goal</b>	<b>Comp Plan Goal</b>	<b>Strategic Direction</b>
Work with staff from Information Technology Department and Asset Management Department to prepare tree inventory data for acceptance by the Asset Management Software System and facilitate the transition of data.	Sound management techniques provide healthy, diverse and sustainable natural resources.	A,B,C,1,2,3
<b>Benchmarks</b>		<b>Target Date</b>
Sustainable Forestry Coordinator develops plan for readying tree inventory data for acceptance by Asset Management Software System.		4/15/2018
Sustainable Forestry Coordinator reviews plan with staff from Information Technology Department and Asset Management Department to gather suggestions for improvement and ensure that process is on schedule.		6/1/2018
Sustainable Forestry Coordinator presents plan to Director of Forestry for approval to move forward.		7/1/2018
Launch the movement of tree inventory data into Asset Management Software System and upon completion test for success.		7/15/2018 - 8/15/2018
Continue communications with staff from Information Technology Department and Asset Management Department to ensure that tree inventory data is functioning properly within the Asset Management Software System.		9/1/2018 - 12/15/2018

**Forestry (continued)**

	<b>2017</b>	<b>2018</b>
<b>Fund 11500</b>	<b>Approved</b>	<b>Approved</b>
<b>Fees</b>	<b>0</b>	<b>0</b>
<b>Other Revenue</b>	<b>49,869</b>	<b>49,869</b>
<b>Forestry Revenue</b>	<b>49,869</b>	<b>49,869</b>

	<b>2017</b>	<b>2018</b>
<b>Fund 11500</b>	<b>Approved</b>	<b>Approved</b>
<b>Salaries and Wages</b>	<b>4,655,693</b>	<b>4,695,981</b>
<b>Fringe Benefits</b>	<b>2,426,943</b>	<b>2,473,544</b>
<b>Operating Costs</b>	<b>2,269,834</b>	<b>2,299,226</b>
<b>Forestry Expense</b>	<b>9,352,470</b>	<b>9,468,751</b>

**Forestry (continued)**

<b>Forestry Personnel</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
Administrative Assistant	2.60	2.60
Arborist	39.00	39.00
Arborist NPP20	2.00	2.00
Arborist Crew Leader	13.00	13.00
Assistant Superintendent Env. Stewardship	0.35	0.35
Automotive Mechanic	0.50	0.50
Director, Park Forestry	1.00	1.00
Foreman Arborist	5.00	5.00
Manager, Forestry	1.00	1.00
Mobile Equipment Operator	9.00	9.00
Occupational Health & Safety Consultant	0.40	0.40
Sustainable Forestry Coordinator	1.00	1.00
Tree Preservation Coordinator	1.00	1.00
<b>Full Time</b>	<b>75.85</b>	<b>75.85</b>
Clerk Typist I	0.35	0.35
Seasonal Mobile Equipment Operator	1.50	1.50
<b>Part Time</b>	<b>1.85</b>	<b>1.85</b>
<b>Forestry</b>	<b>77.70</b>	<b>77.70</b>



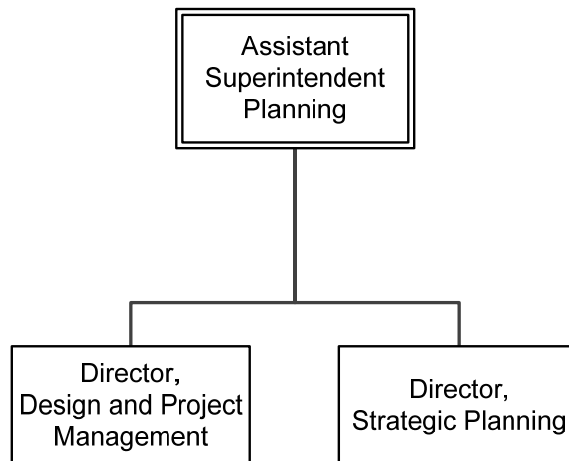
# Department Budgets

## Planning Division

The Planning Division provides expertise to lead, advise and guide the development and redevelopment of the Minneapolis Park and Recreation system. The division oversees park system analysis and master planning, capital program development, real estate management, design and engineering, physical development and redevelopment, and construction permitting.

The division strives to provide dynamic parks that shape city character and meet diverse community needs. The staff work to provide continual renewal and development that respects history and focuses on sustainability, accessibility, flexibility and beauty and to ensure that parks are safe and welcoming by design.

### Planning





## Design and Project Management

The Design and Project Management Department provides community engagement, design, construction document development, construction administration and permitting services for the park system. This department focuses on building relationships with communities and private and public partners to envision the next generation of parks for Minneapolis while rejuvenating the existing park and recreation system.

### Design & Project Management Goals & Benchmarks

Goal	Comp Plan Goal	Strategic Direction
Monitor staff time in 2018 to implement NPP20 Rehabilitation Projects, in order to establish a baseline for the amount of staff time required over and above capital projects.	Easily accessible information supports enjoyment and use of the park and recreation system	A,4
Benchmarks		Target Date
Review staff time reporting for Capital projects prior to 2017 (2015 and 2016) and adjust and/or update record keeping techniques for 2018.		1/31/2018
Using established ratio, review 2018 quarter one and two staff time reporting to project funds expended, and prepare forecast of staff time required to implement NPP20 Rehabilitation Projects in 2019 and 2020.		6/30/2018
Recommend staffing levels for rehabilitation project management to executive team based on a 6 month analysis.		7/31/2018
Seek executive team approval for recommended changes, if any are proposed.		8/31/2018
Provide year-end report on rehabilitation project staffing allocation to executive team.		12/15/2018

**Design & Project Management (Continued)**

	<b>2017</b>	<b>2018</b>
<b>Fund 11500</b>	<b>Approved</b>	<b>Approved</b>
<b>Fees</b>	<b>100,000</b>	<b>100,000</b>
<b>Other Revenue</b>	<b>1,142,375</b>	<b>1,907,167</b>
<b>Design &amp; Project Management Revenue</b>	<b>1,242,375</b>	<b>2,007,167</b>

	<b>2017</b>	<b>2018</b>
<b>Fund 11500</b>	<b>Approved</b>	<b>Approved</b>
<b>Salaries and Wages</b>	<b>954,102</b>	<b>1,490,628</b>
<b>Fringe Benefits</b>	<b>342,937</b>	<b>536,419</b>
<b>Operating Costs</b>	<b>189,431</b>	<b>190,622</b>
<b>Design &amp; Project Management Expense</b>	<b>1,486,470</b>	<b>2,217,669</b>

**Design & Project Management (Continued)**

<b>Design &amp; Project Management Personnel</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
Assistant Superintendent Planning	0.50	0.50
Construction Engineer NPP20	0.00	1.00
Construction Project Manager	2.00	2.00
Design Project Manager	5.00	5.00
Design Project Manager NPP20	0.00	3.00
Director, Planning and Project Management	1.00	1.00
Engineering Project Manager NPP20	0.00	1.00
Engineering Technician II	2.50	1.50
Executive Assistant	0.50	0.20
Executive Assistant NPP20	0.00	0.30
GIS Position	0.00	1.00
Project Designer	1.00	1.00
Project Designer NPP20	0.00	1.00
Rehab Project Manager NPP20	0.00	1.00
<b>Full Time</b>	<b>12.50</b>	<b>19.50</b>
Administrative Position NPP20	0.00	0.50
Urban Scholar	0.20	0.20
<b>Part Time</b>	<b>0.20</b>	<b>0.70</b>
<b>Design &amp; Project Management</b>	<b>12.70</b>	<b>20.20</b>



## Strategic Planning

The Strategic Planning Department provides comprehensive system and master planning, community research, capital program development and real estate management services for the park system. The department focuses on collaborating with the city, county and other jurisdictions on development projects throughout the city to meet the park and recreation needs of residents.

### Strategic Planning Goals & Benchmarks

Goal	Comp Plan Goal	Strategic Direction	Racial Equity Action Plan
Prepare and adopt MPRB's next Comprehensive Plan.	All	All	A5

Benchmarks	Target Date
Prepare Community Engagement Plan and present to Board of Commissioners.	9/1/2018
Engage with MPRB staff through a variety of methods.	3/1/2019
Engage with the Minneapolis community through a variety of methods, with particular consideration for those often under-represented in planning processes, such as recent immigrants, people of color, non-English speakers, people with disabilities, youth, and the elderly.	12/31/2019
Prepare Draft Comprehensive Plan for public review.	3/1/2020
Revise Draft Comprehensive Plan based on feedback from MPRB staff and community members.	7/1/2020
Achieve adoption of Comprehensive Plan.	12/1/2020



**Strategic Planning (continued)**

<b>Fund 11500</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Salaries and Wages</b>	<b>507,480</b>	<b>603,480</b>
<b>Fringe Benefits</b>	<b>194,832</b>	<b>228,992</b>
<b>Operating Costs</b>	<b>165,387</b>	<b>176,885</b>
<b>Strategic Planning Expense</b>	<b>867,699</b>	<b>1,009,357</b>

<b>Strategic Planning</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
Assistant Superintendent Planning	0.50	0.50
Director, Strategic Planning	1.00	1.00
Engineering Technician II	0.50	0.50
Executive Assistant	0.50	0.20
Executive Assistant NPP20	0.00	0.30
Project Planner	1.00	1.00
Project Planner NPP20	0.00	1.00
Real Property Administrator	1.00	1.00
Senior Planner	2.00	2.00
<b>Full Time</b>	<b>6.50</b>	<b>7.50</b>
Seasonal Visitor Counters	1.00	1.00
Urban Scholar	0.20	0.20
<b>Part Time</b>	<b>1.20</b>	<b>1.20</b>
<b>Strategic Planning</b>	<b>7.70</b>	<b>8.70</b>



## Capital & Reserve

Capital & Reserve includes the Neighborhood Park Capital Levy which provides funding for the neighborhood capital improvement program through the allocation of current year operating revenues, a General Fund transfer to the Park Land Acquisition Reserve to support riverfront acquisitions, and a General Fund Transfer to support operations facilities.

<b>Fund 11500</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Salaries and Wages</b>	<b>0</b>	<b>0</b>
<b>Fringe Benefits</b>	<b>0</b>	<b>0</b>
<b>Capital Outlay</b>	<b>2,810,000</b>	<b>3,080,000</b>
<b>Capital Projects</b>	<b>2,810,000</b>	<b>3,080,000</b>

Neighborhood Park Capital Levy	2,180,000	2,180,000
Operations Facilities	230,000	500,000
Park Land Acquisition Reserve	400,000	400,000
<b>Capital Projects</b>	<b>2,810,000</b>	<b>3,080,000</b>

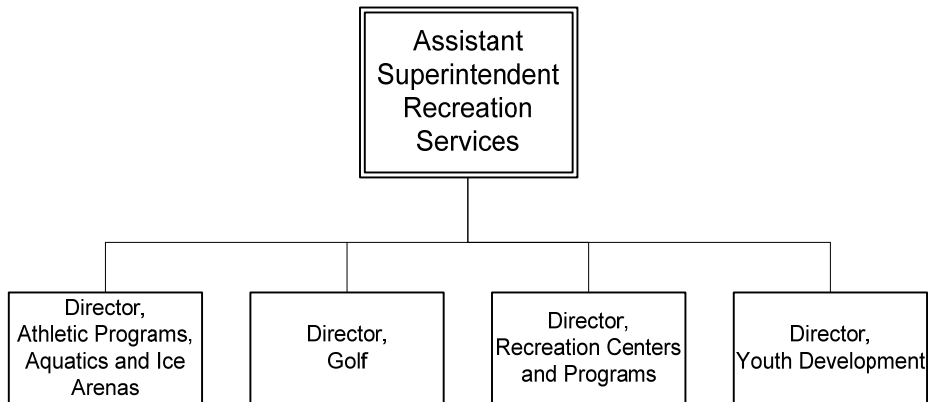


# Department Budgets

## Recreation Division

The Recreation Division provides expertise to lead, provide and create affordable recreational, cultural, educational, and leisure opportunities to benefit and enhance the lives of all Minneapolis residents. The division oversees recreation facility operations, including recreation centers; golf courses; aquatic facilities and beaches; ice arenas; and recreation, education, and interpretive programming.

### Recreation Leadership Team





## Athletic Programs, Aquatics & Ice Arenas

The Athletic Programs, Aquatics & Ice Arenas department provides the management and support for citywide youth and adult sports programs, MPRB aquatic programs, Parade and Northeast Ice Arenas, Athletic Facility Permitting and the Recreation Division volunteer program. Youth and adult sports are organized and administered through 11 youth sports leagues and 13 adult sports leagues. Administration of recreation division volunteers is organized system wide with particular collaboration with recreation centers, program staff and the Environmental Stewardship division. The MPRB aquatic programs include North Commons Water Park, Jim Lupient Water Park, Webber Pool, 12 beaches (8 with lifeguard services), the new Phillips Community Aquatics Center, swimming lessons, water safety clinics, open swimming program, lifeguard training, log rolling lessons and sailing lessons.

### Athletic Programs, Aquatics & Ice Arenas Goals & Benchmarks

Goal	Comp Plan Goal	Strategic Direction
Develop and implement Volunteer Supervisor training for all Recreation and Environmental Stewardship staff to enhance the volunteer's experience and allow recreation staff to learn strategies and best practices.	Volunteers make a vital difference to people, parks and the community.	B, 1, 3, 4
<b>Benchmarks</b>		<b>Target Date</b>
Facilitate meetings with staff to determine training needs.		2/28/2018
Meet with Recreation and Environmental Stewardship Managers to review training program module. Develop RFP and send out to local training management organizations to solicit training costs.		5/31/2018
Secure a training contractual agreement, schedule and implement training program.		7/1/2018
Deliver training program to all Recreation and Environmental Stewardship staff.		10/31/2018
Review and evaluate training program and determine adjustments and next steps (renewal training) with Recreation and Environmental Stewardship Managers.		12/1/2018
Develop sustainable Volunteer Supervisor Training program.		12/31/2018

**Athletic Programs, Aquatics & Ice Arenas (continued)**

	<b>2017</b>	<b>2018</b>
<b>Fund 11500</b>	<b>Approved</b>	<b>Approved</b>
<b>Fees</b>	<b>1,190,814</b>	<b>1,444,814</b>
<b>Other Revenue</b>	<b>2,427</b>	<b>2,427</b>
<b>Athletic Programs &amp; Aquatics Revenue</b>	<b>1,193,241</b>	<b>1,447,241</b>

	<b>2017</b>	<b>2018</b>
<b>Fund 11500</b>	<b>Approved</b>	<b>Approved</b>
<b>Salaries and Wages</b>	<b>1,499,371</b>	<b>1,856,006</b>
<b>Fringe Benefits</b>	<b>375,596</b>	<b>508,662</b>
<b>Operating Costs</b>	<b>1,006,878</b>	<b>1,056,118</b>
<b>Athletic Programs &amp; Aquatics Expense</b>	<b>2,881,845</b>	<b>3,420,786</b>

**Athletic Programs, Aquatics & Ice Arenas (continued)**

<b>Athletic Programs &amp; Aquatics Personnel</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
Administrative Assistant	1.00	1.00
Aquatics Coordinator	1.00	1.00
Assistant Superintendent Recreation	0.20	0.20
Aquatic Position	0.00	1.00
Athletic Program Specialist	6.00	6.00
Director, Athletic Programs & Aquatics	0.90	0.90
Executive Assistant	0.12	0.12
Lifeguard	0.00	5.00
Manager, Athletics & Aquatics	1.00	1.00
Recreation Administration Coordinator	0.25	0.25
Recreation Volunteer Coordinator	1.00	1.00
<b>Full Time</b>	<b>11.47</b>	<b>17.47</b>
Aquatics Attendant	3.96	4.96
Aquatics Instructor	0.80	1.80
Lifeguard I, Class A	20.65	21.57
Lifeguard II, Class C	0.30	0.30
Recreation Attendant I	0.50	0.00
Recreation Specialist B	1.92	2.42
Recreation Specialist C	1.99	1.99
Recreation Specialist D	0.25	0.25
<b>Part Time</b>	<b>30.37</b>	<b>33.29</b>
<b>Athletic Programs &amp; Aquatics</b>	<b>41.84</b>	<b>50.76</b>



## Recreation Centers & Programs

The Recreation Centers and Programs Department operates 47 year-round, neighborhood-based Recreation Centers and coordinates and oversees the leases of two recreation centers to non-profit entities. Each center employs full- and part-time staff committed to providing quality recreation opportunities and programs. Recreation Centers are the focal point of extensive activities, programs and special events. Many are full-service facilities with meeting rooms, kitchens and gymnasiums for individual and group use.

### Recreation Centers & Programs Goals & Benchmarks

Goal	Comp Plan Goal	Strategic Direction
Update Camera Systems in Recreation Centers, working with IT to identify priorities and attainable sites.	A safe place to Recreate, Contemplate, and Celebrate	B, C, 1, 2
<b>Benchmarks</b>		<b>Target Date</b>
Meet with IT staff to review priority list of sites and solicit input from Recreation and Park Police Staff.		2/28/2018
Submit findings from staff meetings to Executive Team for their review and approval to install and/or upgrade camera systems in Recreation Centers.		3/31/2018
Make any required adjustments based on questions or comments from Executive Team.		4/30/2018
Prepare and issue bids for systems, and work with IT staff to secure contract to begin work on the project.		6/15/2018
Begin the installation process at Recreation Centers as soon as bids are accepted and all requirements are met.		9/30/2018

**Recreation Centers & Programs (continued)**

<b>Fund 11500</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Fees</b>	<b>1,897,950</b>	<b>2,059,951</b>
<b>Other Revenue</b>	<b>23,842</b>	<b>23,842</b>
<b>Recreation Centers &amp; Programs Revenue</b>	<b>1,921,792</b>	<b>2,083,793</b>

<b>Fund 11500</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Salaries and Wages</b>	<b>6,177,149</b>	<b>6,897,788</b>
<b>Fringe Benefits</b>	<b>1,703,753</b>	<b>1,841,307</b>
<b>Operating Costs</b>	<b>2,648,190</b>	<b>2,815,699</b>
<b>Recreation Centers &amp; Programs Expense</b>	<b>10,529,092</b>	<b>11,554,794</b>

**Recreation Centers & Programs (continued)**

<b>Recreation Centers &amp; Programs Personnel</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
Assistant Superintendent Recreation	0.50	0.50
Asst. Director, Recreation Centers & Programs	1.00	1.00
Director, Recreation Centers & Programs	1.00	1.00
Executive Assistant	0.26	0.26
Manager, Recreation Service Area	5.00	5.00
Recreation Administration Coordinator	0.50	0.50
Recreation Specialists	46.00	46.00
<b>Full Time</b>	<b>54.26</b>	<b>54.26</b>
Recreation Attendant I	4.22	0.00
Recreation Attendant II	18.13	0.00
Recreation Specialist A	12.24	32.00
Recreation Specialist B	51.76	61.50
Recreation Specialist C	23.15	27.45
Recreation Specialist D	2.78	5.30
Recreation Specialist E	0.08	0.21
Youth Worker	1.27	0.00
<b>Part Time</b>	<b>113.63</b>	<b>126.46</b>
<b>Recreation Centers &amp; Programs</b>	<b>167.89</b>	<b>180.72</b>



## Youth Development

The Youth Development Department provides Recreation Plus, affordable quality school-age care for children grades kindergarten through sixth grade at 18 neighborhood recreation centers; the Youthline Outreach Mentorship Program, outreach and engagement of youth ages 12 to 16 in recreational activities, leadership opportunities and mentorship with positive adults at 17 parks; Teen Teamworks, year-round employment, work readiness training, summer educational sessions, and career guidance for at risk youth and young adults ages 14 to 24; StreetReach, street and park-based outreach to engage youth in positive conversation, intervene with negative behaviors, connect youth to parks and other community resources, and provide mentoring; and other citywide youth development programs and projects.



**Youth Development Goals & Benchmarks**

<b>Goal</b>	<b>Comp Plan Goal</b>	<b>Strategic Direction</b>	<b>Racial Equity Action Plan</b>
Minneapolis youth and young adults (ages 14-24) complete American College Testing (ACT) National Career Readiness Credential (NCRC) to increase employment skills.	People play, learn and develop a greater capacity to enjoy life.	B,1,4	A5
<b>Benchmarks</b>			<b>Target Date</b>
Work with Volunteer Coordinator to recruit 2+ volunteers to teach the National Career Readiness Credential program at 6+ park computer labs.			4/30/2018
Promote the skill development opportunities to Minneapolis youth and youth-serving agencies through social media, publications, website and through community meetings to attract and engage 50+ youth in the programs.			6/30/2018
Offer ACT KeyTrain® curriculum to 50+ youth at multiple park locations. (Learners start with a brief assessment to determine the best level to begin training. A competence based approach guides learners through a series of topics that systematically build level by level, at each individuals pace, to minimize frustration and assure steady skill development throughout the course. )			9/30/2018
A minimum of 80% of youth participants who are ready to test, will pass at least one of the three components on their first attempt as well as a minimum of 30% passing all three and earning a Bronze level or higher certification.			12/31/2018
Participants who do not earn a credential on their first attempt will review curriculum and 85% will pass at a Bronze level or higher.			12/31/2018
A minimum of 20% of youth participants complete an evaluation of their participation in a certificate program and make changes based on the youths' comments.			12/31/2018

**Youth Development (continued)**

<b>Fund 11500</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Fees</b>	<b>2,189,072</b>	<b>2,182,222</b>
<b>Other Revenue</b>	<b>20,000</b>	<b>20,000</b>
<b>Youth Development Revenue</b>	<b>2,209,072</b>	<b>2,202,222</b>

<b>Fund 11500</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Salaries and Wages</b>	<b>2,563,323</b>	<b>2,765,650</b>
<b>Fringe Benefits</b>	<b>710,557</b>	<b>763,694</b>
<b>Operating Costs</b>	<b>893,499</b>	<b>762,516</b>
<b>Youth Development Expense</b>	<b>4,167,379</b>	<b>4,291,860</b>

**Youth Development (continued)**

<b>Youth Development Personnel</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
Assistant Superintendent Recreation	0.20	0.20
Child Care Worker	9.00	9.00
Director, Youth Development	1.00	1.00
Executive Assistant	0.12	0.12
Manager, Child Development	1.00	1.00
Recreation Administration Coordinator	0.25	0.25
Recreation Plus Supervisor	1.00	1.00
Teen Teamworks Program Coordinator	1.00	1.00
Therapeutic Recreation	1.00	1.00
Youth Development Supervisor	2.00	2.00
Youth Engagement Position	0.00	1.00
Youth Program Specialist	10.00	10.00
<b>Full Time</b>	<b>26.57</b>	<b>27.57</b>
Recreation Attendant I	1.60	0.00
Recreation Attendant II	3.00	0.00
Child Care Worker	7.73	6.75
Recreation Specialist A	8.21	12.81
Recreation Specialist B	13.33	13.45
Recreation Specialist C	7.46	10.21
Youth Worker	23.65	23.65
<b>Part Time</b>	<b>64.98</b>	<b>66.87</b>
<b>Youth Development</b>	<b>91.55</b>	<b>94.44</b>



## Personnel Summary General Fund

<b>Full Time</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Superintendent's Office</b>		
Superintendent's Office	1.60	1.60
Board of Commissioners	9.65	9.65
Communications & Marketing Department	5.10	6.85
Park Police Department	38.85	38.85
<b>Deputy Superintendent's Office</b>		
Deputy Superintendent's Office	1.75	1.75
Community Outreach Department	10.00	10.00
Customer Service Department	4.53	4.53
Finance Department	9.98	11.55
Human Resources Department	8.60	8.60
<b>Environmental Stewardship Division</b>		
Asset Management Department	189.73	188.59
Environmental Management Department	12.75	14.75
Forestry Department	75.85	75.85
<b>Planning Services Division</b>		
Design & Project Management Department	12.50	19.50
Strategic Planning Department	6.50	7.50
<b>Recreation Services Division</b>		
Athletic Programs, Aquatics & Ice Arenas Department	11.47	17.47
Recreation Centers & Programs Department	54.26	54.26
Youth Development Department	26.57	27.57
<b>Total Full Time</b>	<b>479.69</b>	<b>498.87</b>
<b>Part Time</b>		
<b>Superintendent's Office</b>		
Communications & Marketing Department	2.20	2.20
Park Police Department	11.16	12.49
<b>Deputy Superintendent's Office</b>		
Deputy Superintendent's Office	0.00	0.15
Community Outreach Department	3.93	4.10
Customer Service Department	0.89	2.42
Finance Department	0.00	0.00
<b>Environmental Stewardship Division</b>		
Asset Management Department	46.32	46.66
Environmental Management Department	21.83	22.80
Forestry Department	1.85	1.85

**Personnel Summary General Fund (Continued)**

<b>Part Time</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Planning Services Division</b>		
Design & Project Management Department	0.20	0.70
Strategic Planning Department	1.20	1.20
<b>Recreation Services Division</b>		
Athletic Programs, Aquatics & Ice Arenas Department	30.37	33.29
Recreation Centers & Programs Department	113.63	126.46
Youth Development Department	64.98	66.87
<b>Total Part Time</b>	<b>298.56</b>	<b>321.19</b>
<b>Total</b>	<b>778.25</b>	<b>820.06</b>





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# Special Revenue Funds

- Special Revenue Funds Overview Pages 116-120



# Special Revenue Funds Overview

The MPRB has two Special Revenue Funds; the Park Grant and Dedicated Revenue Fund and the Tree Preservation and Reforestation Fund.

The **Park Grant and Dedicated Revenue Fund** is a Special Revenue Fund established to account for resources designated for specific purposes. The fund consists of two designations, Special Reserves and Park Land Acquisition Reserve. Special Reserves represent grant and other revenue that has been designated for specific purposes through grantor requirements, donor requests or Board direction. Some items included in this area are Loring Tree Trust, sustainability fund, gift program, privately funded programs or projects and operations and maintenance lottery proceeds received from the State. The Park Land Acquisition Reserve is a Board designated fund to account for small land sales and acquisitions. Revenue received from land sales and other sources are earmarked for land acquisition and are accounted for in this fund.

The **Tree Preservation and Reforestation Fund** accounts for a special property tax levy recommended by the Board to address threats to the urban forest due to Emerald Ash Borer and tree loss due to storms.

## Special Revenue Funds Approved 2018 Budget

	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Revenues</b>	3,122,537	3,145,404
<b>Expenditures</b>	3,242,537	3,145,404
<b>Balance</b>	(120,000)	0

### Special Revenue Funds Balance

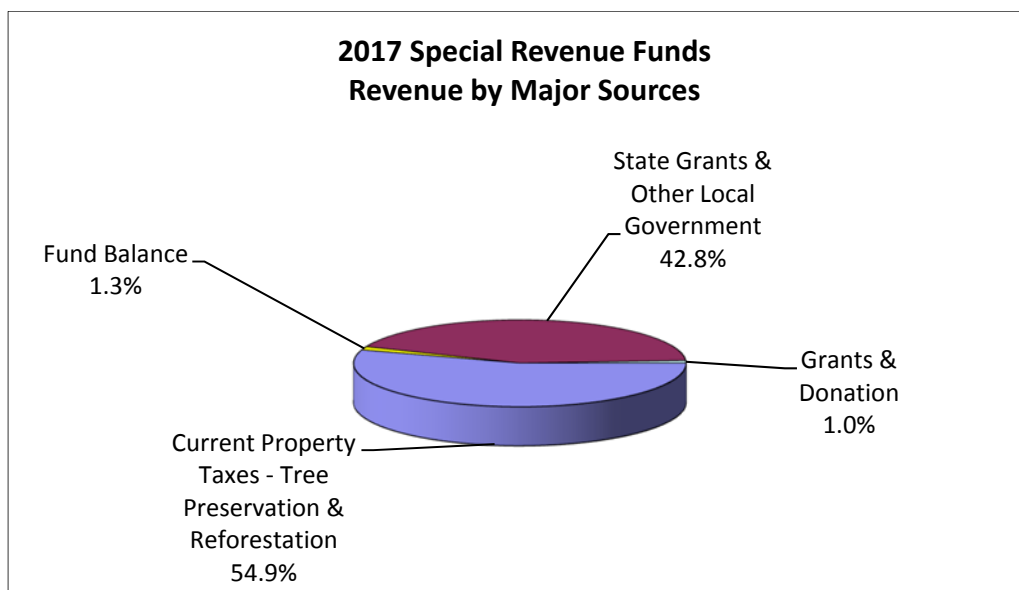
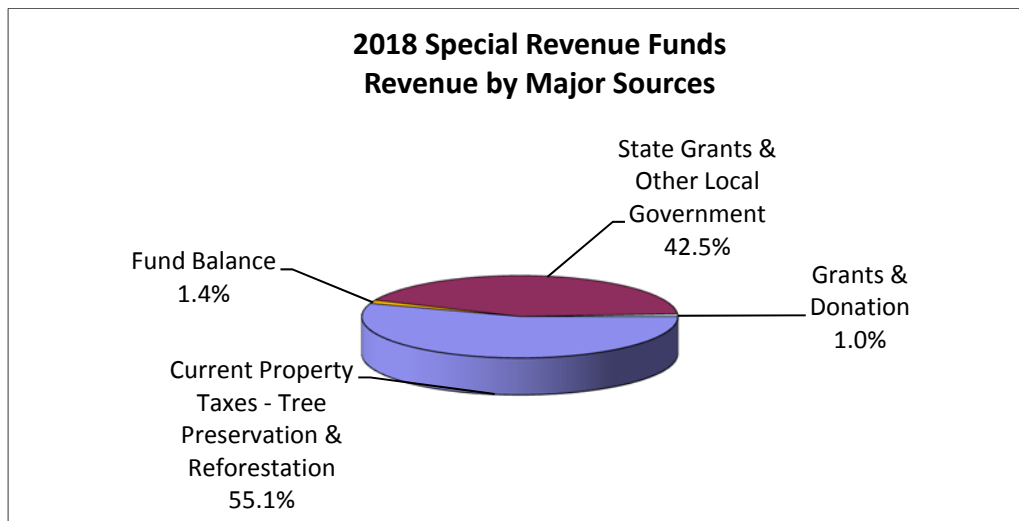
<b>Estimated Net Asset Balance January 1, 2018</b>	<b>10,292,831</b>
2018 Budgeted Excess Revenues Over/(Under) Expenses	<u>0</u>
<b>Estimated Net Asset Balance December 31, 2018</b>	<b>10,292,831</b>

The Net Asset Balance is reserved to offset the fluctuations in improvement expenses from year to year.



### Special Revenue Funds Revenue by Major Sources

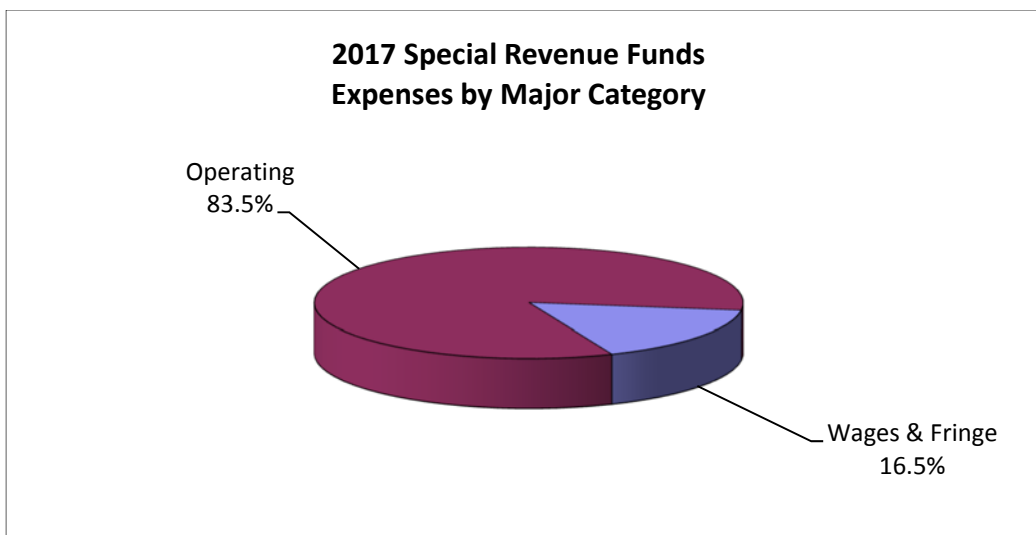
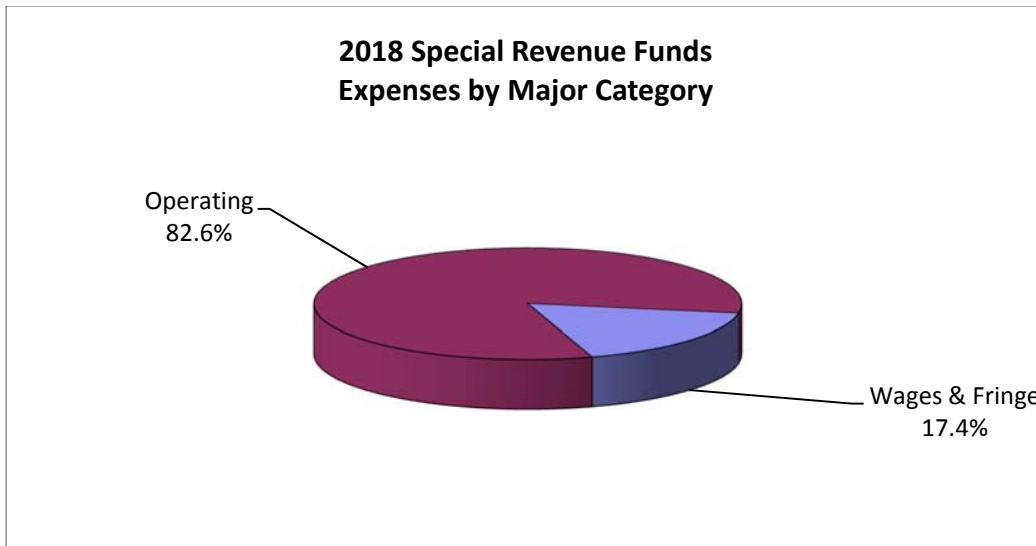
	2017 Approved	2018 Approved	Change	% Change
Current Property Taxes - Tree Preservation & Reforestation	1,714,503	1,734,651	20,148	1.2%
Fund Balance (Tree Preservation)	40,434	43,153	2,719	6.7%
State Grants & Other Local Government	1,337,000	1,337,000	0	0.0%
Grants & Donation	30,600	30,600	0	0.0%
<b>Total Revenue</b>	<b>3,122,537</b>	<b>3,145,404</b>	<b>22,867</b>	<b>0.7%</b>





### Special Revenue Funds Expenditures by Major Categories

	2017 Approved	2018 Approved	Change	% Change
Wages & Fringe	534,836	545,904	11,068	2.1%
Operating & Equipment	2,707,701	2,599,500	(108,201)	-4.0%
<b>Total Expenditures</b>	<b>3,242,537</b>	<b>3,145,404</b>	<b>(97,133)</b>	<b>-3.0%</b>





### Forestry Tree Preservation and Reforestation

Statement of Revenues and Expenses	2017 Approved	2018 Approved
<b>Operating Revenues</b>		
Current Property Taxes - Tree Preservation & Reforestation	1,714,503	1,734,651
Fund Balance	40,434	43,153
<b>Total Operating Revenues</b>	<b>1,754,937</b>	<b>1,777,804</b>
<b>Operating Expenses</b>		
Salaries & Wages	347,300	353,258
Fringe Benefits	187,536	192,646
Operating Costs	1,220,101	1,231,900
<b>Total Operating Expenses</b>	<b>1,754,937</b>	<b>1,777,804</b>
<b>Excess Revenues Over/(Under) Expenses</b>	<b>0</b>	<b>0</b>

Tree Preservation and Reforestation Personnel	2017 Approved	2018 Approved
Arborist	4.00	4.00
Arborist Crew Leader	1.00	1.00
Mobile Equipment Operator	1.00	1.00
<b>Full Time</b>	<b>6.00</b>	<b>6.00</b>
<b>Tree Preservation and Reforestation</b>	<b>6.00</b>	<b>6.00</b>

**Park Grant & Dedicated Revenue Fund**

<b>Statement of Revenues and Expenses</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Operating Revenues</b>		
State Grants & Other Local Government	1,337,000	1,337,000
Grant & Donations	30,600	30,600
<b>Total Operating Revenues</b>	<b>1,367,600</b>	<b>1,367,600</b>
<b>Operating Expenses</b>		
Operating Costs	1,367,600	1,367,600
<b>Total Operating Expenses</b>	<b>1,367,600</b>	<b>1,367,600</b>
<b>Capital</b>		
Software- MPRB Intranet	120,000	0
<b>Total Capital Expenses</b>	<b>120,000</b>	<b>0</b>
<b>Excess Revenues Over/(Under) Expenses</b>	<b>-120,000</b>	<b>0</b>



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# Enterprise Fund

- Enterprise Fund Overview Pages 122-124
  
- Department Budgets
  - Deputy Superintendent's Office Pages 125-129
  - Environmental Stewardship Division Pages 130-131
  - Recreation Division Pages 132-135
  - Debt Service & Improvements Page 136
  
- Personnel Summary Page 137



# Enterprise Fund Overview

The Enterprise Fund is a self-supporting fund established to account for all business-type operations including golf courses, concessions, ice arenas, permits. Net income from operations provides capital rehabilitation, construction or improvements as well as debt service.

## Enterprise Fund Approved 2018 Budget

	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Revenues</b>	11,666,415	11,996,665
<b>Expenditures</b>	10,679,932	11,235,870
<b>Balance</b>	986,483	760,795

### Enterprise Fund Balance

<b>Estimated Net Asset Balance January 1, 2018</b>	<b>1,041,005</b>
2018 Budgeted Excess Revenues Over/(Under) Expenses	760,795
<b>Estimated Net Asset Balance December 31, 2018</b>	<b>1,801,800</b>

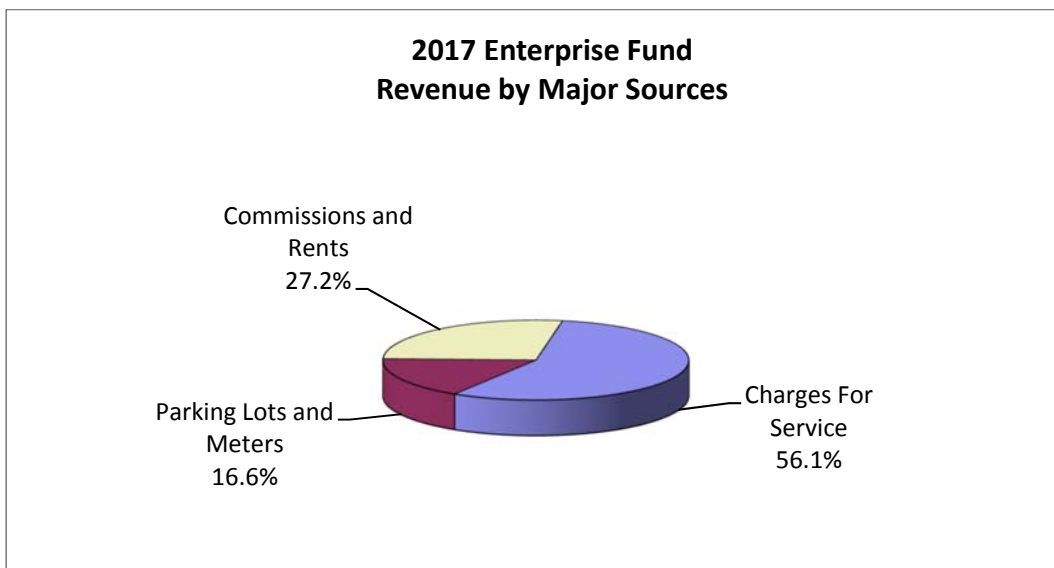
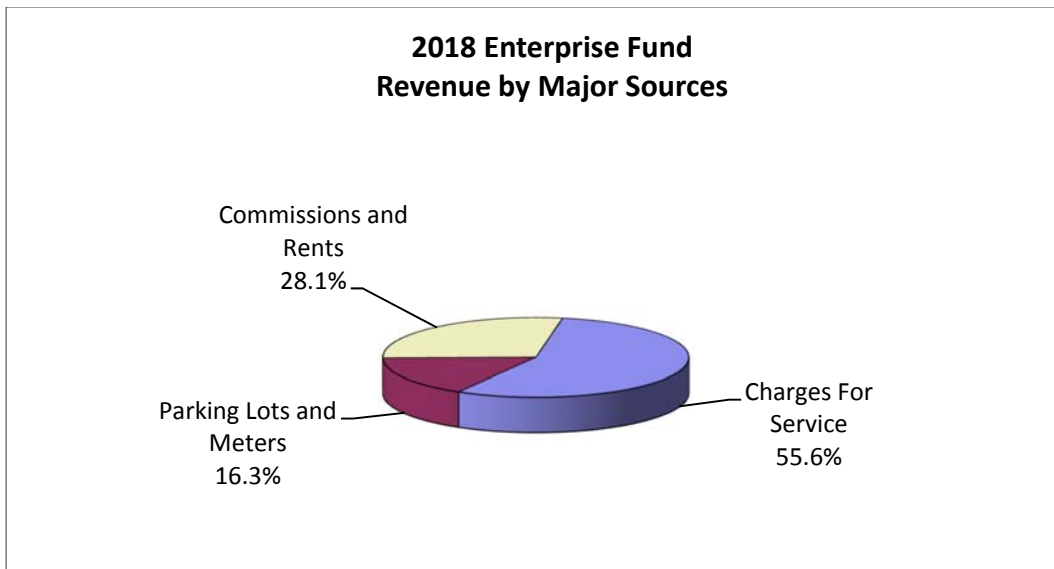
The Net Asset Balance is reserved to offset the fluctuations in improvement expenses from year to year.

The 2018 approved budget for the Enterprise Fund is \$11.2 million. Charges for service (fees) comprise 56 percent of total revenue. Commissions, rents, and parking lots & meters, comprise the remaining 44 percent. The operating budget is comprised of three major categories, wages and fringe, 44 percent; operating costs, 40 percent; and improvements and debt service, 16 percent.



### Enterprise Fund Revenue by Major Sources

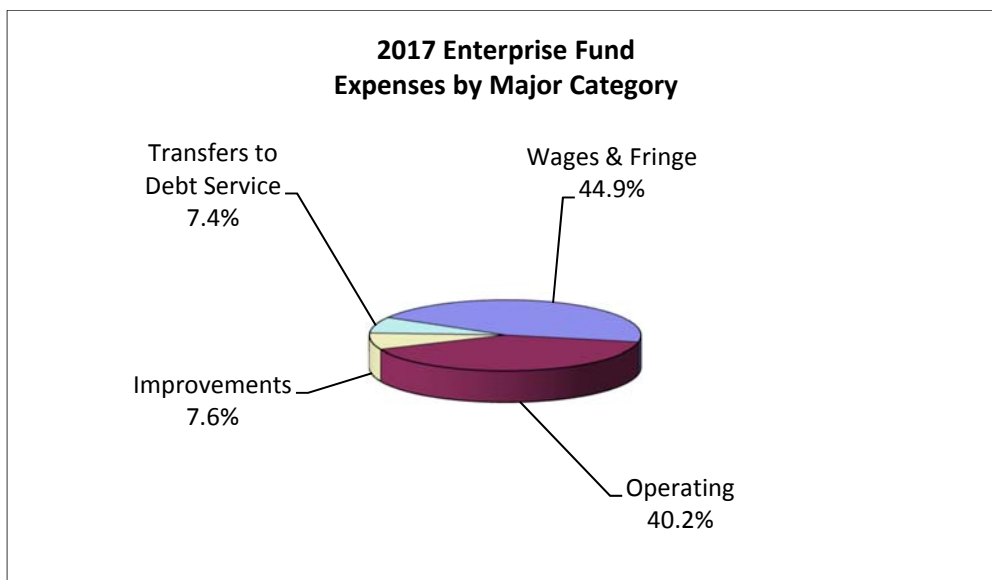
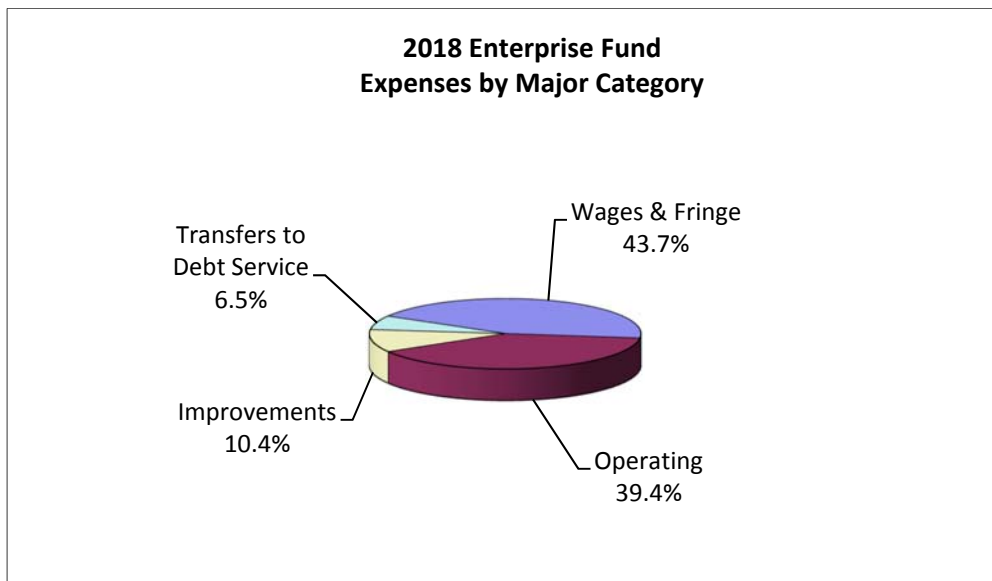
	2017 Approved	2018 Approved	Change	% Change
Charges For Service	6,545,578	6,673,378	127,800	2.0%
Parking Lots and Meters	1,942,000	1,953,250	11,250	0.6%
Commissions and Rents	3,178,837	3,370,037	191,200	6.0%
<b>Total Revenue</b>	<b>11,666,415</b>	<b>11,996,665</b>	<b>330,250</b>	<b>2.8%</b>





### Enterprise Fund Expenses by Major Categories

	2017 Approved	2018 Approved	Change	% Change
Wages & Fringe	4,790,261	4,906,455	116,194	2.4%
Operating	4,290,034	4,431,528	141,494	3.3%
Improvements	810,000	1,168,000	358,000	44.2%
Transfers to Debt Service	789,637	729,887	(59,750)	-7.6%
<b>Total Expenses</b>	<b>10,679,932</b>	<b>11,235,870</b>	<b>555,938</b>	<b>5.2%</b>

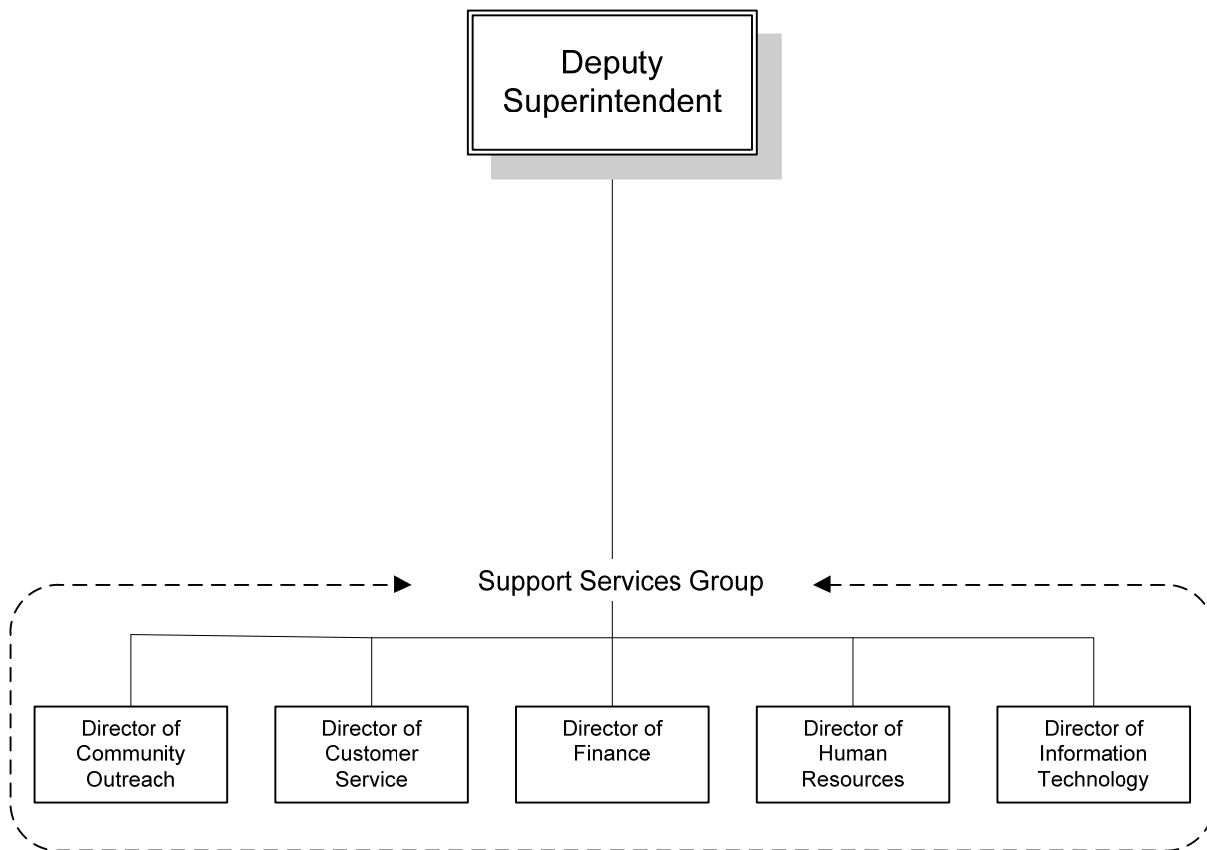




# Department Budgets

## Deputy Superintendent's Office

The Deputy Superintendent provides oversight of MPRB's community outreach, customer service, finance, human resources and information technology departments as well as records management and risk management. The Deputy Superintendent is responsible for the coordination of the day-to-day operations of the support services group of the MPRB. The Superintendent provides leadership and direction for the entire MPRB, while the Deputy is responsible for cross-departmental coordination and leadership.





## Customer Service - Parking Operations

The MPRB operates and maintains regional parks throughout the system. Pay Parking was developed as a means to generate revenue from the millions of visitors who utilize the regional system yet live outside of the City of Minneapolis. The Metropolitan Council Regional Parks Policy Plan requires that parking fees be uniform and prohibits residential discounts. Parking Operations for the MPRB include the Parade parking complex, regional parks parking lots and on-street meters, commercial parking lots and on-street meters, and special event parking. Currently the MPRB provides 5,201 parking spaces and 2,278 of them are pay spaces; a regional parking system consisting of 27 lots, 20 of which are pay lots, and 99 on-street meters; and a commercial parking system, used primarily by commuters, consisting of 5 pay lots and 154 on-street meters.

### Customer Service – Parking Operations – Goals & Benchmarks

Goal	Comp Plan Goal	Strategic Direction
Utilize new technology to enhance payment and permit options within Regional Parking lots to enhance the customer experience.	Easily accessible information supports enjoyment and use of the park and recreation system.	B, 1, 2, 3, 4
<b>Benchmarks</b>		<b>Target Date</b>
Identify, define, and configure features, including zone system, rate and operational rules.		2/5/2018
Prepare configurations and programming needs for lots.		2/26/2018
Thoroughly test programming, configuration protocols, mobile payments, and receipt functionalities for meter payments.		3/22/2018
Prepare and install vendor prepared signage for ParkMobile zones and instructions.		4/2/2018
Customer Service and Parking Enforcement staff training on license plate based payments, enforcement protocols, and customer interaction guidelines.		4/2/2018
Implement new permit management system for digital permits, including merging existing permit data.		4/2/2018
Launch informative communication and marketing campaign via print, electronic, and social media to ensure maximum exposure for the upcoming transition.		Ongoing
Pilot program for pay by license plate at East River Flats.		4/16/2018
Roll out pay by license plate payment in Downtown Commuter Core.		5/14/2018
Complete implementation of initiative in remaining pay lots.		9/17/2018
Evaluate newly launched functions and make adjustments as needed.		Ongoing



**Customer Service – Parking Operations (continued)**

<b>Statement of Revenues and Expenses</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Operating Revenues</b>		
Parking Lots & Meters	1,942,000	1,927,250
Commissions and Rents	26,000	26,000
<b>Total Operating Revenues</b>	<b>1,968,000</b>	<b>1,953,250</b>
<b>Operating Expenses</b>		
Salaries & Wages	112,203	125,146
Fringe Benefits	26,675	38,632
Operating Costs	362,364	419,400
<b>Total Operating Expenses</b>	<b>501,242</b>	<b>583,178</b>
<b>Operating Income</b>	<b>1,466,758</b>	<b>1,370,072</b>

<b>Customer Service - Parking Operations Personnel</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
Customer Service Representative I	0.50	0.50
Director, Customer Service	0.25	0.25
Parking Coordinator	0.00	1.00
<b>Full Time</b>	<b>0.75</b>	<b>1.75</b>
Parking Coordinator	0.75	0.00
Seasonal Park Maintenance Worker	0.07	0.00
Special Service Attendant	0.22	0.57
Trades	0.08	0.10
Youth Worker	0.35	0.00
<b>Part Time</b>	<b>1.47</b>	<b>0.67</b>
<b>Customer Service - Parking Operations</b>	<b>2.22</b>	<b>2.42</b>



### Customer Service - Use and Events Permitting

The Use and Events Permitting Unit, within the Customer Service Department, regulates activities in the parks through the issuance of permits and contracts in compliance with MPRB ordinances, rules and standards. Regional park facilities are reserved and permitted for MPRB and outside organizations for both public and private events. The Use and Events Permitting Unit works collaboratively across MPRB departments to assure that events permitted on park property are executed correctly.

<b>Statement of Revenues and Expenses</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Operating Revenues</b>		
Charges for Service	1,024,860	1,032,860
Commissions and Rents	105,000	105,000
<b>Total Operating Revenues</b>	<b>1,129,860</b>	<b>1,137,860</b>
<b>Operating Expenses</b>		
Salaries & Wages	464,869	493,433
Fringe Benefits	145,628	156,860
Operating Costs	95,874	94,708
<b>Total Operating Expenses</b>	<b>706,371</b>	<b>745,001</b>
<b>Operating Income</b>	<b>423,489</b>	<b>392,859</b>

<b>Customer Service - Use and Events Permitting Personnel</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
Customer Service Representative I	1.12	1.12
Event Coordinator	1.60	1.60
Manager, Permits	0.75	0.75
<b>Full Time</b>	<b>3.47</b>	<b>3.47</b>
Park Patrol Agent, Seasonal	0.32	0.32
Seasonal Mobile Equipment Operator	0.03	0.03
Special Service Attendant	3.59	2.50
Trades	0.13	0.00
<b>Part Time</b>	<b>4.07</b>	<b>2.85</b>
<b>Customer Service - Use and Events Permitting</b>	<b>7.54</b>	<b>6.32</b>



## Customer Service - Vendor Agreements/Concessions

The MPRB contracts with private vendors for a wide range of services, including excursion boats, food vending, boat rentals and bicycle rentals.

<b>Statement of Revenues and Expenses</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Operating Revenues</b>		
Commissions and Rents	1,523,500	1,608,500
<b>Total Operating Revenues</b>	<b>1,523,500</b>	<b>1,608,500</b>
<b>Operating Expenses</b>		
Salaries & Wages	73,835	86,121
Fringe Benefits	24,175	26,372
Operating Costs	105,282	106,694
<b>Total Operating Expenses</b>	<b>203,292</b>	<b>219,187</b>
<b>Operating Income</b>	<b>1,320,208</b>	<b>1,389,313</b>

<b>Customer Service - Vendor Agreements/Concessions Personnel</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
Manager, Permits	0.25	0.25
<b>Full Time</b>	<b>0.25</b>	<b>0.25</b>
Trades	0.09	0.11
<b>Part Time</b>	<b>0.09</b>	<b>0.11</b>
<b>Customer Service - Vendor Agreements/Concessions</b>	<b>0.34</b>	<b>0.36</b>

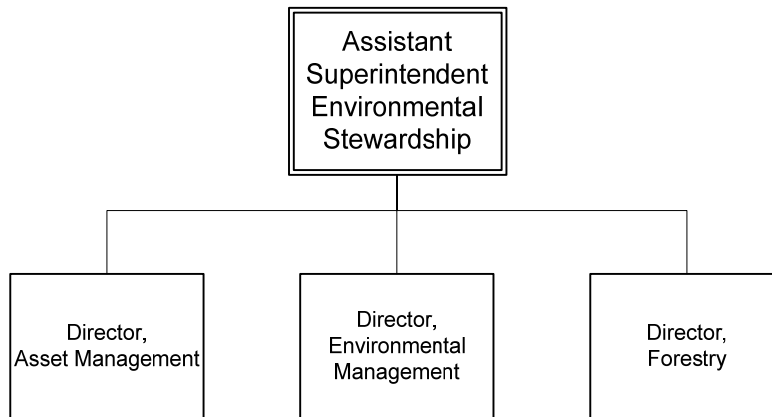


# Department Budgets

## Environmental Stewardship Division

The Environmental Stewardship Division provides expertise for the care and maintenance of the Minneapolis Park system. The division oversees the maintenance of the Minneapolis park system's physical infrastructure, equipment and fleet, natural areas, water resources, and forestry.

### Environmental Stewardship Leadership Team





### Asset Management - Sculpture Garden and Cowles Conservatory

In 2017 the Minneapolis Sculpture Garden (MSG) reopened after being reconstructed. The Garden is provided through a partnership with the Walker Art Center that is governed by an operating agreement that began in 1985. The initial agreement with the Walker was amended in 1987 with a 25-year term and an automatic renewal term. The operating agreement was renewed for an additional 5-year term in 2013. MPRB is in negotiation with the Walker Art Center on a new operating agreement.

Statement of Revenues and Expenses	2017 Approved	2018 Approved
<b>Operating Revenues</b>		
Parking Lots & Meters		119,800
Commissions and Rents	57,800	190,000
<b>Total Operating Revenues</b>	<b>57,800</b>	<b>309,800</b>
<b>Operating Expenses</b>		
Salaries & Wages	70,833	109,557
Fringe Benefits	27,400	37,626
Operating Costs	121,278	186,005
<b>Total Operating Expenses</b>	<b>219,511</b>	<b>333,188</b>
<b>Operating Income</b>	<b>-161,711</b>	<b>-23,388</b>

Sculpture Garden and Cowles Conservatory Personnel	2017 Approved	2018 Approved
Gardener	1.00	0.63
Parkkeeper	0.12	0.50
Parkkeeper Crew leader	0.00	0.13
<b>Full Time</b>	<b>1.12</b>	<b>1.26</b>
Seasonal Park Maintenance Worker	0.33	1.00
Seasonal Gardener	0.00	0.25
Trades	0.03	0.03
<b>Part Time</b>	<b>0.36</b>	<b>1.28</b>
<b>Sculpture Garden &amp; Cowles Conservatory</b>	<b>1.48</b>	<b>2.54</b>

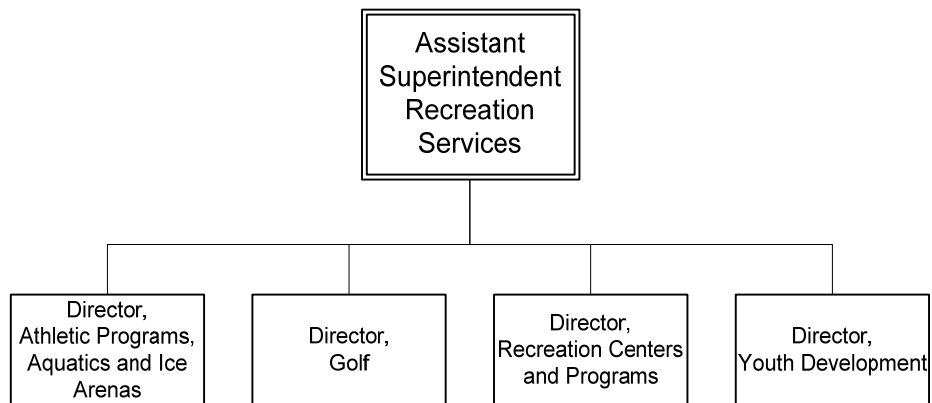


# Department Budgets

## Recreation Division

The Recreation Division provides expertise to lead, provide and create affordable recreational, cultural, educational, and leisure opportunities to benefit and enhance the lives of all Minneapolis residents. The division oversees recreation facility operations, including recreation centers; golf courses; aquatic facilities and beaches; ice arenas; and recreation, education, and interpretive programming.

### Recreation Leadership Team





## Golf

The Golf Department monitors, maintains, and markets 108 holes of golf that include the following facilities and programs: 18 hole courses at Columbia Golf Club, Gross National Golf Club, Hiawatha Golf Club, Meadowbrook Golf Club, Theodore Wirth Golf Club; a nine hole par three course at Wirth; and a nine hole executive golf course at Fort Snelling. There are three learning centers: Columbia Learning Center (42-station learning center/driving range), Gross National Learning Center (18-station learning center/driving range) and Hiawatha Learning Center (53-station learning center/driving range). Our staff works closely with First Tee of the Twin Cities directors and instructors to promote junior golf to all youth throughout our city and our recreation programs. Adult lessons and clinics continue to be offered by PGA professionals. Gross Golf Club features 2 golf simulators available for use during the winter months. The Department operates two banquet/reception facilities, Columbia Manor Reception Hall and the Wirth Fireplace Reception Hall. In addition, the golf course clubhouses are available for small meeting rentals during the late fall and winter months. FootGolf operates at Hiawatha and Columbia. There is Disc Golf available at Fort Snelling and at the Wirth Par 3 course.

### Golf Goals & Benchmarks

Goal	Comp Plan Goal	Strategic Direction
In collaboration with the Assistant Superintendent for Recreation and the Finance Department, develop a comprehensive five year plan that addresses the operational challenges within the golf department to include staffing models, expense management and gross profit.	Residents, visitors and workers enjoy opportunities to improve health and fitness	B,C,2,3&4
Benchmarks	Target Date	
Conduct an in depth evaluation of expenses/income of each golf facility.	1/31/2018	
Develop a staffing and operational model that maintains quality customer services and minimizes the need for employee overtime.	2/28/2018	
Develop and implement a marketing plan designed to increase overall 2018 golf rounds by 15% over 2017.	3/30/2018	
Assess golf rounds throughout 2018 season and modify the marketing plan as needed to reach the 15% increase.	9/30/2018	
Increase hosted 2018 golf tournaments by 5% over 2017.	11/30/2018	



**Golf (continued)**

<b>Statement of Revenues and Expenses</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Operating Revenues</b>		
Charges for Services	4,481,718	4,481,718
Commissions and Rents	1,466,537	1,466,537
<b>Total Operating Revenues</b>	<b>5,948,255</b>	<b>5,948,255</b>
<b>Operating Expenses</b>		
Salaries & Wages	2,599,001	2,535,108
Fringe Benefits	880,422	876,152
Operating Costs	3,124,661	3,155,034
<b>Total Operating Expenses</b>	<b>6,604,084</b>	<b>6,566,294</b>
<b>Operating Income</b>	<b>-655,829</b>	<b>-618,039</b>

	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Golf Operations Personnel</b>		
Assistant Superintendent Recreation	0.10	0.10
Automotive Mechanic	0.15	0.15
Director, Golf	1.00	1.00
Foreman Golf Maintenance	5.00	5.00
Golf Course Specialist	3.00	3.00
Manager, Golf Course	5.00	5.00
Parkkeeper	5.00	5.00
Social Media & Marketing Consultant	0.15	0.15
<b>Full Time</b>	<b>19.40</b>	<b>19.40</b>
Golf, Aquatic and Ice Attendant	29.86	29.86
Seasonal Mobile Equipment Operator	0.10	0.10
Seasonal Park Maintenance Worker	20.34	20.34
Trades	0.86	0.86
<b>Part Time</b>	<b>51.16</b>	<b>51.16</b>
<b>Golf Operations</b>	<b>70.56</b>	<b>70.56</b>



### Athletic Programs, Aquatics & Ice Arena Operations

The MPRB operates the Parade Ice Garden and the Northeast Ice Arena. Both arenas are available to rent on an hourly rate. Parade Ice Garden is open year-round and consists of two full sheets of ice and a studio rink. Parade also has public skating and open hockey. Northeast Ice Arena is a seasonal facility with a single full-sized sheet of ice. Northeast Ice Arena offers indoor turf for soccer and lacrosse use from March through July.

<b>Statement of Revenues and Expenses</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Operating Revenues</b>		
Charges for Services	1,039,000	1,039,000
<b>Total Operating Revenues</b>	<b>1,039,000</b>	<b>1,039,000</b>
<b>Operating Expenses</b>		
Salaries & Wages	283,378	306,629
Fringe Benefits	81,842	95,708
Operating Costs	480,575	488,798
<b>Total Operating Expenses</b>	<b>845,795</b>	<b>891,135</b>
<b>Operating Income</b>	<b>193,205</b>	<b>147,865</b>

	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Ice Arena Operations Personnel</b>		
Director, Athletic Programs & Aquatics	0.10	0.10
Ice Arena Supervisor	1.00	1.00
Facility Coordinator	1.00	1.00
<b>Full Time</b>	<b>2.10</b>	<b>2.10</b>
Golf, Aquatic and Ice Attendant	5.70	5.70
Marketing Assistant	0.10	0.10
<b>Part Time</b>	<b>5.80</b>	<b>5.80</b>
<b>Ice Arena Operations</b>	<b>7.90</b>	<b>7.90</b>



### Debt Service & Improvements

Net Income generated in the Enterprise Fund is used for facility improvements and debt service.

<b>Fund 17800</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
Salaries and Wages	0	0
Fringe Benefits	0	0
Debt Service	789,637	729,887
Capital Outlay	810,000	1,168,000
<b>Debt Service &amp; Improvements</b>	<b>1,599,637</b>	<b>1,897,887</b>
Annual Replacements	250,000	318,000
Emergency Capital Repairs	560,000	250,000
Parade Parking Lot Reserve	0	600,000
<b>Capital Outlay</b>	<b>810,000</b>	<b>1,168,000</b>



# Personnel Summary Enterprise Fund

<b>Full Time</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Deputy Superintendent's Office</b>		
Customer Service Department	4.47	5.47
<b>Environmental Stewardship Division</b>		
Sculpture Garden & Cowles Conservatory	1.12	1.26
<b>Recreation Services Division</b>		
Athletic Programs, Aquatics & Ice Arenas Department	2.10	2.10
Golf Operations Department	19.40	19.40
<b>Total Full Time</b>	<b>27.09</b>	<b>28.23</b>
<b>Part Time</b>		
<b>Deputy Superintendent's Office</b>		
Customer Service Department	5.63	3.63
<b>Environmental Stewardship Division</b>		
Sculpture Garden & Cowles Conservatory	0.36	1.28
<b>Recreation Services Division</b>		
Athletic Programs, Aquatics & Ice Arenas Department	5.80	5.80
Golf Operations Department	51.16	51.16
<b>Total Part Time</b>	<b>62.95</b>	<b>61.87</b>
<b>Total</b>	<b>90.04</b>	<b>90.10</b>





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## Internal Service Funds

- Internal Service Funds Overview Pages 140-142
- Department Budgets
  - Deputy Superintendent's Office Pages 143-149
  - Environmental Stewardship Division Pages 150-153
- Personnel Summary Page 154



# Internal Service Funds Overview

The MPRB has two Internal Service Funds. The **Park Internal Services Fund** accounts for the rental of equipment and the information technology services provided to other MPRB Funds. The **Park Self-Insurance Fund** accounts for the insurance activities of the MPRB. These activities include workers compensation, property insurance, general liability, automotive liability and police professional liability.

## Internal Service Funds Approved 2018 Budget

	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Revenues</b>	9,751,269	9,815,984
<b>Expenditures</b>	10,312,968	9,940,984
<b>Balance</b>	(561,699)	(125,000)

The 2018 approved budget for Internal Service Funds is \$9.9 million, a 3.6 percent decrease in spending from the 2017 approved budget.

Equipment rental fees comprise 57 percent of total revenue. Insurance and workers comp premiums comprise 22 percent and Information Technology Services and sales of fixed assets the remaining 21 percent. The operating budget is comprised of two major categories; wages and fringe, 49 percent; operating costs & equipment replacement, 51 percent.

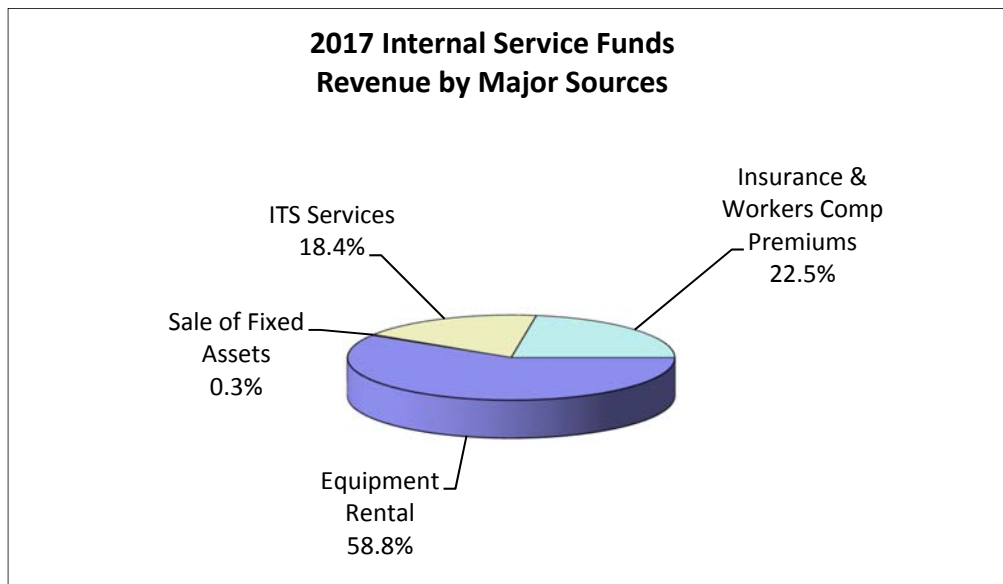
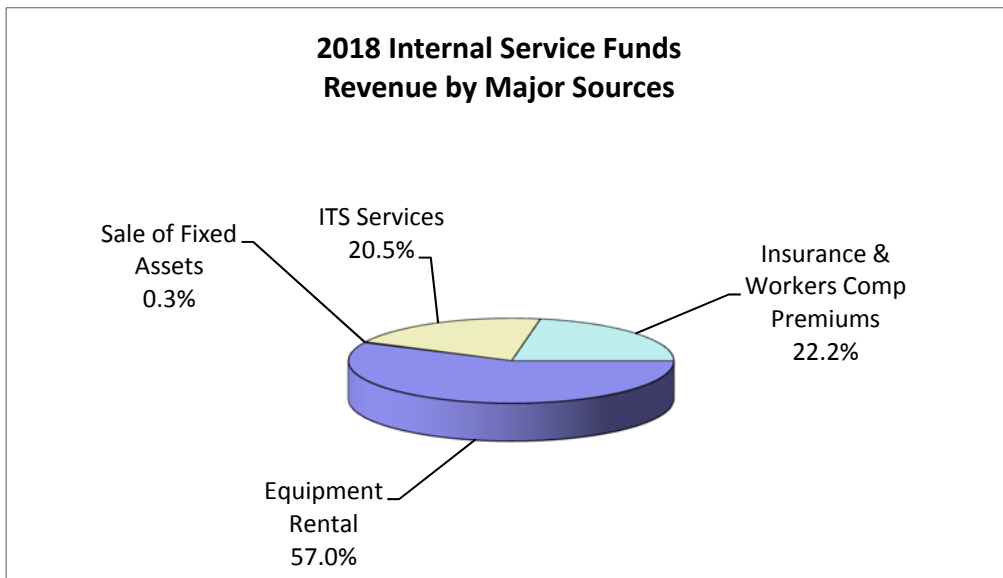
### Internal Service Funds Balance

<b>Estimated Net Asset Balance January 1, 2018</b>	<b>11,252,516</b>
2018 Budgeted Excess Revenues Over/(Under) Expenses	<u>(125,000)</u>
<b>Estimated Net Asset Balance December 31, 2018</b>	<b>11,127,516</b>



### Internal Service Funds Revenue by Major Sources

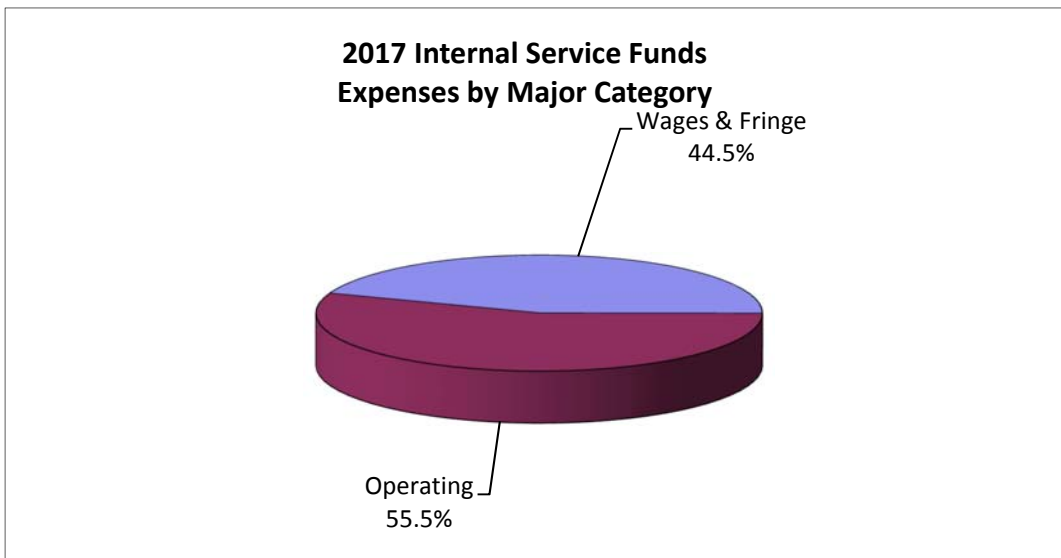
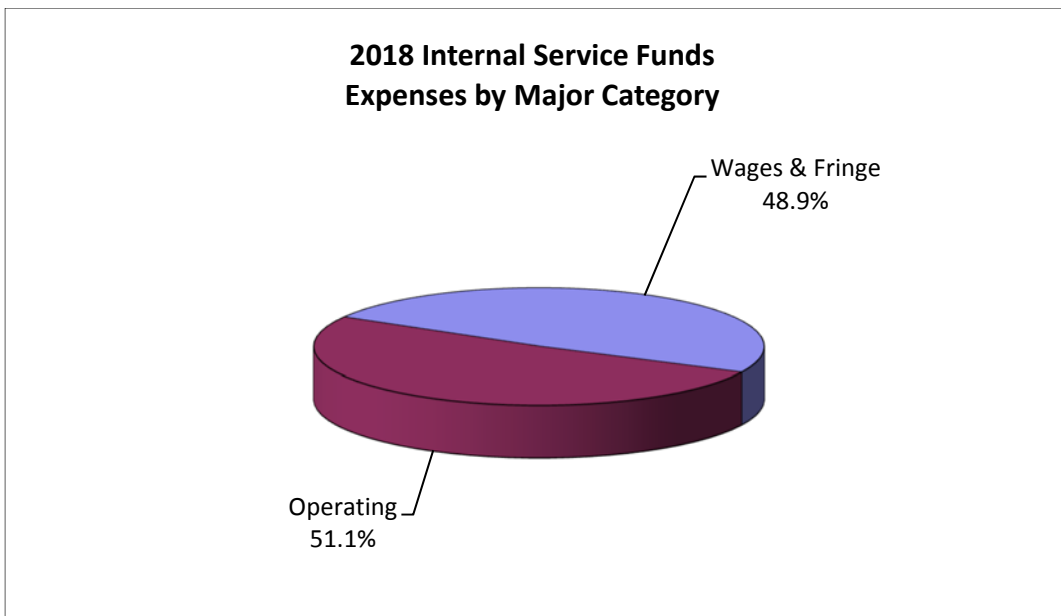
	2017 Approved	2018 Approved	Change	% Change
Equipment Rental	5,731,389	5,593,856	(137,533)	-2.4%
Sale of Fixed Assets	33,000	33,000	0	0.0%
ITS Services	1,789,672	2,012,767	223,095	12.5%
Insurance & Workers Comp Premiums	2,197,208	2,176,361	(20,847)	-.9%
<b>Total Revenue</b>	<b>9,751,269</b>	<b>9,815,984</b>	<b>64,715</b>	<b>0.7%</b>





### Internal Service Funds Expenditures by Major Categories

	2017 Approved	2018 Approved	Change	% Change
Wages & Fringe	4,591,109	4,861,956	270,847	5.9%
Operating & Equipment	5,721,859	5,079,028	(642,831)	-11.2%
<b>Total Expenditures</b>	<b>10,312,968</b>	<b>9,940,984</b>	<b>(371,984)</b>	<b>-3.6%</b>

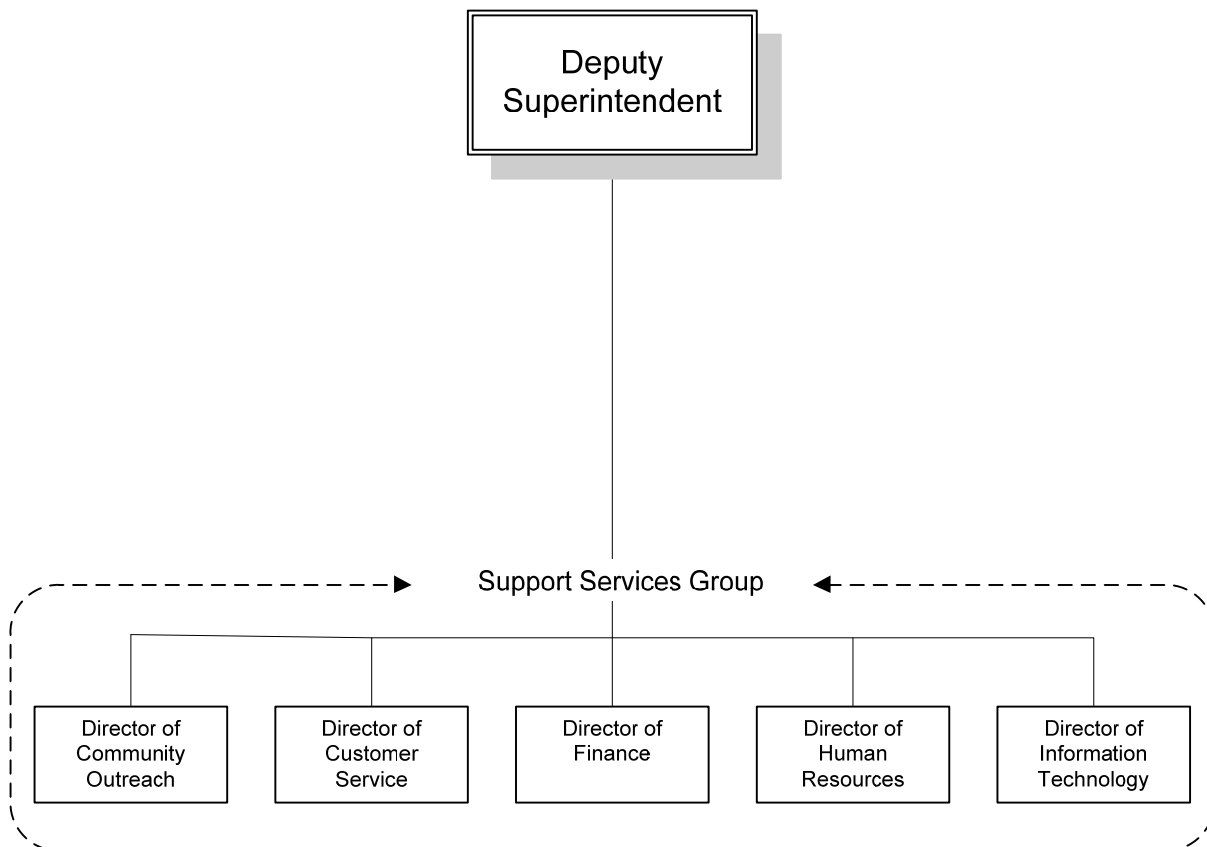




# Department Budgets

## Deputy Superintendent's Office

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## Information Technology Services

Information Technology Services (ITS) provides service and support for all MPRB technology initiatives including computer hardware, software, network and connectivity, wireless access, servers, telephony, mobile devices, multifunctional printing devices, and multimedia equipment. The 2018 ITS budget includes infrastructure improvements to improve network speed and redundancy, lifecycle hardware replacements for desktop and laptops, security systems, cameras, keyless entry systems, software licensing, web hosting, mobile device management, and data center facilities to address increasing needs in network and connectivity services.



**ITS Goals & Benchmarks**

<b>Goal</b>	<b>Comp Plan Goal</b>	<b>Strategic Direction</b>
<p>Complete phase one of implementation for the Organization Wide Asset Management Software (VUEWorks). Phase one will include building out several areas of Asset Management. Sections may change order based on the Project team and schedules.</p>	<p>Easily accessible information supports enjoyment and use of the park and recreation system</p>	<p>A, B, C, 2, 3 &amp; 4</p>
<b>Benchmarks</b>		<b>Target Date</b>
<p>Initial system setup and configuration complete, including integration with active directory and GIS data.</p>		<p>1/31/2018</p>
<p>Fleet and Mobile Equipment Build Out:            - Needs Assessment - Data Gathering and population of the fleet and mobile equipment into VUEWorks - Build Fleet Templates            - Configure and test workflows - Convert and validate data            - Build Queries, Filters, and Reports - Train staff on usage</p>		<p>2/15/2018</p>
<p>Locations and Property Assets Build Out:            - Needs Assessment - Data Gathering and population of the Golf Assets into VUEWorks - Build Golf Templates            - Configure and test Workflows - Convert and validate data            - Build Queries, Filters, and Reports - Train staff on usage</p>		<p>2/15/2018</p>
<p>Buildings and Related Assets Build Out:            - Needs Assessment - Data Gathering and population of the Buildings / Assets into VUEWorks - Build Facilities Templates            - Configure and test Workflows - Convert and validate data            - Build Queries, Filters, and Reports - Train staff on usage</p>		<p>4/1/2018</p>
<p>Natural Areas, Gardens, Water, and Tree Assets Build Out:            - Needs Assessment - Data Gathering and population of the data into VUEWorks            - Build Templates            - Configure and test Workflows            - Convert and validate data            - Build Queries, Filters, and Reports - Train staff on usage</p>		<p>6/1/2018</p>
<p>Key Assets Build Out (Playgrounds, Fields, Drinking Fountains,etc):            - Needs Assessment - Data Gathering and population of the Park, Playground, and Field Assets into VUEWorks - Build Templates            - Configure and test Workflows - Convert and validate data            - Build Queries, Filters, and Reports - Train staff on usage</p>		<p>8/1/2018</p>

**Information Technology Services (continued)**

<b>Statement of Revenues and Expenses</b>		<b>2017</b>	<b>2018</b>
		<b>Approved</b>	<b>Approved</b>
<b>Revenues</b>			
	Information Technology Services	1,789,672	2,012,767
<b>Total Operating Revenues</b>		<b>1,789,672</b>	<b>2,012,767</b>
<b>Expenses</b>			
	Operating Expenses	1,604,469	1,837,564
	Capital Expenses	175,203	175,203
<b>Total Expenses</b>		<b>1,779,672</b>	<b>2,012,767</b>
<b>Excess Revenues Over/(Under) Expenses</b>		<b>10,000</b>	<b>0</b>

**Information Technology Services Fund Balance**

<b>Estimated Net Asset Balance January 1, 2018</b>	<b>697,664</b>
2018 Budgeted Excess Revenues Over/(Under) Expenses	<u>0</u>
<b>Estimated Net Asset Balance December 31, 2018</b>	<b>697,664</b>

The Net Asset Balance is reserved for future capital investments.

**Information Technology Services (continued)**

<b>Fund 16600</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Salaries and Wages</b>	<b>782,600</b>	<b>933,038</b>
<b>Fringe Benefits</b>	<b>295,984</b>	<b>361,873</b>
<b>Operating Costs</b>	<b>525,885</b>	<b>542,653</b>
<b>Equipment Replacement</b>	<b>175,203</b>	<b>175,203</b>
<b>Information Technology Services</b>	<b>1,779,672</b>	<b>2,012,767</b>

<b>Information Technology Services Personnel</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
Application Support Position	0.00	1.00
Director, Information Technology Services	1.00	1.00
GIS/Database Position	0.00	1.00
IT Network & Systems Specialist	1.00	1.00
IT Network & Systems Specialist II	1.00	1.00
IT Project Manager	2.00	2.00
IT Support Technician	3.00	3.00
IT Support Technician NPP20	1.00	1.00
IT Support Technician Lead	1.00	1.00
Manager Infrastructure & Operations	1.00	1.00
<b>Full Time</b>	<b>11.00</b>	<b>13.00</b>
<b>Information Technology Services</b>	<b>11.00</b>	<b>13.00</b>



## Finance - Self-Insurance

The Self Insurance Fund covers liability for the activities the MPRB has chosen to insure. These activities include workers compensation, property loss, general liability, automotive liability and police professional liability.

Funding is provided through a department distribution model that is based on analysis that maintains the required actuarially determined fund reserve level and accurately distributes costs to departments based on actual costs and experience.

<b>Statement of Revenues and Expenses</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Operating Revenues</b>		
Workers Compensation Contribution	1,821,235	1,808,367
General Liability Contribution	275,973	267,994
Property Insurance Premium	100,000	100,000
<b>Total Operating Revenues</b>	<b>2,197,208</b>	<b>2,176,361</b>
<b>Operating Expenses</b>		
Workers Compensation	1,821,235	1,808,367
General Liability	275,973	267,994
Property Insurance	100,000	100,000
<b>Total Operating Expenses</b>	<b>2,197,208</b>	<b>2,176,361</b>
<b>Excess Revenues Over/(Under) Expenses</b>	<b>0</b>	<b>0</b>

### Self Insurance Fund Balance

<b>Estimated Net Asset Balance January 1, 2018</b>	<b>6,713,760</b>
2018 Budgeted Excess Revenues Over/(Under) Expenses	0
<b>Estimated Net Asset Balance December 31, 2018</b>	<b>6,713,760</b>

The Net Asset Balance is reserved to offset the fluctuations in expenses from year to year.

**Finance – Self-Insurance**

<b>Fund 16700</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Salaries and Wages</b>	<b>93,917</b>	<b>95,193</b>
<b>Fringe Benefits*</b>	<b>1,609,029</b>	<b>1,767,216</b>
<b>Operating Costs</b>	<b>494,262</b>	<b>313,952</b>
<b>Finance - Self Insurance</b>	<b>2,197,208</b>	<b>2,176,361</b>

	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Finance - Self-Insurance Personnel</b>		
Director, Finance	0.20	0.20
Occupational Health & Safety Consultant	0.10	0.10
Senior Human Resources Consultant	0.50	0.50
Senior Financial Analyst	0.25	0.25
<b>Full Time</b>	<b>1.05</b>	<b>1.05</b>
<b>Finance - Self-Insurance</b>	<b>1.05</b>	<b>1.05</b>

\*Fringe benefits include expenses for workers compensation claims.

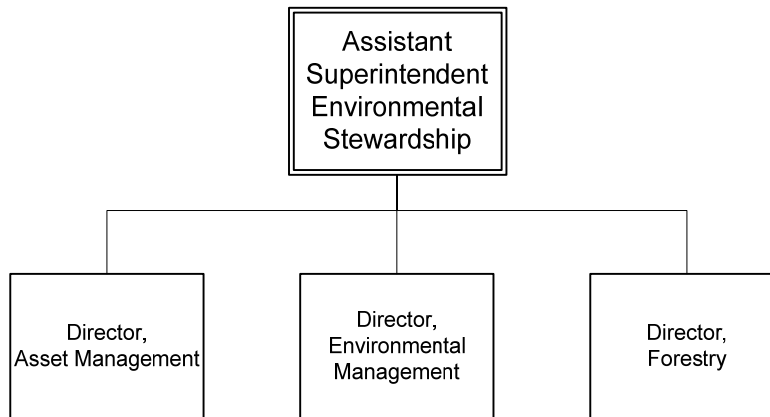


# Department Budgets

## Environmental Stewardship Division

The Environmental Stewardship Division provides expertise for the care and maintenance of the Minneapolis Park system. The division oversees the maintenance of the Minneapolis park system's physical infrastructure, equipment and fleet, natural areas, water resources, and forestry.

### Environmental Stewardship Leadership Team





## Asset Management - Equipment Services

The Equipment Services Unit manages the acquisition, maintenance and disposal of approximately 1,700 units of large and small equipment; primarily the MPRB’s fleet of vehicles, including small and large trucks, plows, police vehicles, weed harvesters, tractors, along with a variety of off-road equipment and specialized mowers. This unit provides mechanics to maintain the equipment as well as the staff to support the intake process, training and delivery of effective and efficient customer service. In addition, this unit maintains reporting programs to adhere to all Federal, State and local regulations required by law.

### Asset Management - Equipment Services – Goals & Benchmarks

Goal	Comp Plan Goal	Strategic Direction
Develop a new small equipment management program in VUEWorks (organization wide asset management software) to reduce service costs and increase utilization to ensure needs are assessed and that system is built out appropriately to meet operational and record-keeping needs for integration into Phase One of the MPRB's new VUEWorks system.	Financially independent and sustainable parks prosper	A, 2, 3, 4
<b>Benchmarks</b>		<b>Target Date</b>
Confirm and verify paper inventory including model, make and location.		2/1/2018
Initial system setup and configuration for small equipment program complete in VUEWorks.		3/1/2018
Update small equipment inventory for all departments, upload paper inventory content, inventories and established thresholds for repair verses replace into VUEWorks.		6/1/2018
Evaluate VUEWorks work management controls and standardize workflow for common issues around small equipment inventory and repair.		7/1/2018
Build and test appropriate queries, filters, and reports for Equipment Services and Management.		8/1/2018
Work to ensure VUEWorks training program meets staff needs.		9/1/2018

**Asset Management - Equipment Services (continued)**

<b>Statement of Revenues and Expenses</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Revenues</b>		
Rental	5,731,389	5,593,856
Sale of Fixed Assets	33,000	33,000
<b>Total Operating Revenues</b>	<b>5,764,389</b>	<b>5,626,856</b>
<b>Expenses</b>		
Operating Expenses	3,618,692	3,280,439
Equipment Replacement	2,717,396	2,471,417
<b>Total Operating Expenses</b>	<b>6,336,088</b>	<b>5,751,856</b>
<b>Excess Revenues Over/(Under) Expenses</b>	<b>(571,699)</b>	<b>(125,000)</b>

**Equipment Services Fund Balance**

<b>Estimated Net Asset Balance January 1, 2018</b>	<b>3,841,092</b>
2018 Budgeted Excess Revenues Over/(Under) Expenses	<u>(125,000)</u>
<b>Estimated Net Asset Balance December 31, 2018</b>	<b>3,716,092</b>

The Net Asset Balance is reserved for future equipment purchases.



**Asset Management - Equipment Services (continued)**

<b>Fund 16600</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Salaries and Wages</b>	<b>1,148,979</b>	<b>1,122,623</b>
<b>Fringe Benefits</b>	<b>660,600</b>	<b>582,013</b>
<b>Operating Costs</b>	<b>1,809,113</b>	<b>1,575,803</b>
<b>Equipment Replacement</b>	<b>2,717,396</b>	<b>2,471,417</b>
<b>Equipment Services</b>	<b>6,336,088</b>	<b>5,751,856</b>

	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Equipment Services Personnel</b>		
Administrative Assistant	1.00	0.00
Assistant Superintendent Env. Stewardship	0.05	0.05
Automotive Mechanic	9.00	9.00
Automotive Mechanic Shop Leader	1.00	1.00
Director, Asset Management	0.25	0.25
Equipment Repair Supervisor	1.00	1.00
Equipment Supervisor	1.00	1.00
Mobile Equipment Operator	1.00	1.00
Storekeeper I	2.00	2.00
<b>Full Time</b>	<b>16.30</b>	<b>15.30</b>
Seasonal Mobile Equipment Operator	0.40	0.40
<b>Part Time</b>	<b>0.40</b>	<b>0.40</b>
<b>Equipment Services</b>	<b>16.70</b>	<b>15.70</b>



## Personnel Summary Internal Service

<b>Full Time</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Deputy Superintendent's Office</b>		
Information Technology Services Department	11.00	13.00
Finance - Self Insurance	1.05	1.05
<b>Environmental Stewardship Division</b>		
Asset Management - Equipment Services	16.30	15.30
<b>Total Full Time</b>	<b>28.35</b>	<b>29.35</b>
<b>Part Time</b>		
<b>Environmental Stewardship Division</b>		
Asset Management - Equipment Services	0.40	0.40
<b>Total Part Time</b>	<b>0.40</b>	<b>0.40</b>
<b>Total</b>	<b>28.75</b>	<b>29.75</b>



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# Capital Project Funds

- Capital Program Overview Page 156-158
- 2018 Capital Improvement Program Pages 159-164
- 2018-2023 Capital Improvement Program Pages 165-173
- Park Metrics Pages 174-178
- Capital Project Funds Budgets Pages 179-181



# Capital Program Overview

## Capital Program Overview

The MPRB's 2018-2023 Capital Improvement Program (CIP) includes improvements for regional, neighborhood and enterprise facilities. It focuses on:

- Full integration of the 20 Year Neighborhood Park Plan into the CIP process
- Projects with clear demonstrated need
- Integration of sustainability practices
- Ensuring realistic budgets for proposed and past projects
- Funding for operations facilities needs
- Prioritizing existing assets above system expansion
- Working with communities to implement culturally appropriate recreation options

## 20 Year Neighborhood Park Plan (NPP20)

The NPP20 includes a total of \$10.5 million for investments in rehabilitation and capital for neighborhood parks (\$2.5 million of annual allocation that predates NPP20 and the additional \$8.0 million that was provided through the NPP20 ordinances). The MPRB 2018 – 2023 Capital Improvement Program (CIP) for Neighborhood Parks was developed utilizing the Criteria Based System to allocate funds to projects in years 2022 and 2023. For 2018 – 2021 the capital projects and rehabilitation categories and amounts adopted by the Board in 2016 are honored and remain in the CIP with NPP20 dollars providing additional projects or enhancements to already planned capital projects as well as providing funding in new rehabilitation categories and additional funding for existing rehabilitation categories. It also allocates resources to a NPP20 construction contingency fund, makes additional park dedication allocations, and identifies - beginning in 2022 - playground rehabilitation projects. Proposed funding is specific to each park and will remain allocated to that park and allows for community engagement and input which is critical when making future park improvements. If the community determines a different site improvement other than the improvement recommended by the Superintendent, dollars will be reallocated to fund that improvement. System-wide neighborhood park rehabilitation will focus on ADA improvements, building repairs, roof and sidewalk repairs, park lighting improvements, repair of HVAC systems, below-grade infrastructure and maintenance facility improvements, with repairs at multiple sites throughout the city every year.

The Criteria Based System Ordinance passed by the Board of Commissioners in 2016 ensures specific, data-driven, racial and economic equity-based criteria will be used to prioritize capital investment and large rehabilitation projects in neighborhood parks and establishes the MPRB as an industry leader in addressing racial and economic equity in this manner.



The criteria fall in two categories: community characteristics and park characteristics. Community characteristics include neighborhood demographic data - identified racially concentrated areas of poverty, population density, youth population and crime statistics. Park characteristics include park asset data within each park - asset condition, asset lifespan and proportionality of investment over the past 15 years relative to the total value of the park assets. The individual park rankings are used to prioritize the order in which neighborhood parks will receive capital project funding. All characteristics were updated in 2017, and the 2018-2023 CIP uses these new numbers to provide new or enhanced funding for neighborhood parks ranked up to #39 using the equity matrix. The individual park scores and rankings can be found beginning on page 172.

### **Regional Park Capital Program**

For the first time, allocations to regional parks and trails are also being determined by an equity metric. Like with the neighborhood portion of the CIP, MPRB is honoring the existing CIP and adding projects in 2023 based on equity rankings.

The Criteria Based System for Regional Parks and Trails is different than that for the neighborhood system in two ways: it uses different metrics, and it also targets currently incomplete “regional opportunity facilities” for special funding. Under this Ordinance, MPRB will allocate a minimum of 25% of its funds to Above the Falls and the Grand Rounds Missing Link until they are substantially complete, according to criteria in the Ordinance. In 2023 the entire 25% is allocated to the Grand Rounds Missing Link, because it has not been recently funded.

The remaining 2023 regional funds are allocated according to rankings determined by eight community and park characteristics. The community metrics are racially concentrated areas of poverty; access to the park by walking, transit, and private vehicle; and neighborhood safety. The park metrics are historic investment by acre, visitor use intensity, ADA consistency, natural resources quality, and trail quality. Regional facilities with rankings #1 through #4 are included in the 2023 year of the 2018-2023 CIP.



<b>Projected Neighborhood Park Funding Source (in millions)</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022*</b>	<b>2023*</b>
NPP20	\$10.50	\$10.50	\$10.50	\$10.50	\$10.50	\$10.50
Neighborhood Park Capital Levy	2.18	2.18	2.18	2.18	2.18	2.18
Park Dedication (allocated)	1.13	0.14	0.00	0.00	0.00	0.00
Other Outside Funding	0.00	0.00	0.00	0.20	0.00	0.00
<b>Total</b>	<b>\$13.81</b>	<b>\$12.82</b>	<b>\$12.68</b>	<b>\$12.88</b>	<b>\$12.68</b>	<b>\$12.68</b>

\*The amount of funding in 2022 and 2023 will be adjusted in December 2020 based on objective measures of inflationary costs and other salient factors mutually acceptable to the City of Minneapolis and MPRB, per the NPP20 concurrent ordinances.

<b>Projected Regional Park Funding Source (in millions)</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Met Council/Regional Parks	\$1.69	\$5.17	\$0.00	\$3.72	\$0.00	\$3.72
Parks and Trails - Legacy	3.32	3.70	3.25	3.25	3.25	3.25
Lottery In Lieu (O & M)	1.30	1.30	1.30	1.30	1.30	1.30
Park Dedication (allocated)	0.03	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>\$6.34</b>	<b>\$10.17</b>	<b>\$4.55</b>	<b>\$8.27</b>	<b>\$4.55</b>	<b>\$8.27</b>

<b>Projected Operations Facilities Funding Source (in millions)</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
General Fund Transfer	0.50	0.50	0.50	0.23	0.23	0.23
<b>Total</b>	<b>\$0.50</b>	<b>\$0.50</b>	<b>\$0.50</b>	<b>\$0.23</b>	<b>\$0.23</b>	<b>\$0.23</b>



2018 Capital Improvement Program

<b>CAPITAL INVESTMENT PROJECTS: Neighborhood</b>						
<b>2017 NPP20 ranking</b>	<b>Park/Project Name</b>	<b>Proposed Park Improvements</b>	<b>Reason for inclusion in CIP</b>	<b>2018</b>	<b>Funding Source</b>	<b>District</b>
2	Bassett's Creek Park	Plan implementation	NPP20	\$500,000	NPP20	2, 4
36	Bethune Park	Play area enhancement	NPP20 Park Dedication	\$15,000 \$39,313	NPP20 Park Dedication	2 2
37	Cleveland Park	Play area and site improvements Plan implementation	Previous CIP Park Dedication NPP20	\$243,200 \$6,108 \$150,000	Neighborhood Capital Levy Park Dedication NPP20	2 2 2
17	Currie Park	Plan implementation	NPP20 Park Dedication	\$600,275 \$35,486	NPP20 Park Dedication	3 3
n/a	Downtown Commons	Plan implementation	Park Dedication	\$963,705	Park Dedication	4
16	Jordan Park	Plan implementation Plan implementation	NPP20 Park Dedication	\$1,270,000 \$9,084	NPP20 Park Dedication	2 2
53	Longfellow Park	Play area and site improvements phase 1 (existing containers)	Previous CIP Previous CIP Park Dedication	\$179,205 \$98,625 \$18,942	Neighborhood Capital Levy NPP20 Park Dedication	3 3 3
20	Lovell Square Park	Plan implementation	NPP20 Park Dedication	\$350,000 \$0	NPP20 Park Dedication	2 2
54	Northeast Athletic Field Park	Athletic Fields Improvements	Previous CIP Previous CIP	\$250,000 \$80,000	NPP20 Neighborhood Capital Levy	1 1
9	Peavey Park	Plan implementation	NPP20	\$1,000,000	NPP20	3



2018 Capital Improvement Program

<b>CAPITAL INVESTMENT PROJECTS: Neighborhood</b>						
<b>2017 NPP20 ranking</b>	<b>Park/Project Name</b>	<b>Proposed Park Improvements</b>	<b>Reason for inclusion in CIP</b>	<b>2018</b>	<b>Funding Source</b>	<b>District</b>
14	Perkins Hill Park	Plan implementation	NPP20 Park Dedication	\$350,000 \$6,042	NPP20 Park Dedication	2 2
19	Phelps Field Park	Play area, splash pad, and site improvements	NPP20 Previous CIP Park Dedication	\$0 \$959,600 \$11,505	NPP20 NPP20 Park Dedication	5 5 5
7	Phillips Community Center	Pool and building improvements	NPP20	\$260,000	NPP20	3
4	Stewart Field Park	New multi-use field, pool shade structure, premier field	NPP20 Park Dedication	\$300,000 \$37,563	NPP20 Park Dedication	3 3
n/a	Capital Investment Construction Contingency Fund		NPP20	\$420,000	NPP20	all
<b>Total</b>				<b>\$8,153,653</b>		



2018 Capital Improvement Program

<b>CAPITAL INVESTMENT PROJECTS: Regional</b>						
<b>2017 Regional ranking</b>	<b>Park/Project Name</b>	<b>Proposed Park Improvements</b>	<b>Reason for inclusion in CIP</b>	<b>2018</b>	<b>Funding Source</b>	<b>District</b>
ROF	Above the Falls Regional Park	Hall's Island and the Park on the Scherer Site	Previous CIP	\$838,000	Met Council Regional Funds	1
		Upper River Property Management	Previous CIP	\$373,068	Parks and Trails	1
			Previous CIP	\$200,000	O and M Lottery Proceeds	1,2
10	Central Mississippi Riverfront Regional Park	Water Works	Previous CIP	\$543,000	Met Council Regional Funds	4
		Nicollet Island Trails	Previous CIP	\$999,390	Parks and Trails	4
			Park Dedication	\$6,000	Park Dedication	1
5	Chain of Lakes Regional Park	South Cedar Beach	Park Dedication	\$25,021	Park Dedication	4,6
ROF	Grand Rounds Missing Link	Northern End (35W) Collaborative Project	Regional Equity Metric	\$100,000	Met Council Regional Funds	1
12	Minnehaha Creek Parkway Regional Trail	Master Plan	Previous CIP	\$256,000	Parks and Trails	5,6
		Master Plan Implementation	Previous CIP	\$1,194,000	Parks and Trails	5,6
15	Minnehaha Regional Park	General Park Development	Previous CIP	\$50,000	O and M Lottery Proceeds	5
6	Mississippi River Gorge Regional Park	Bohemian Flats Implementation	Previous CIP	\$44,000	Parks and Trails	3,5
		Bank Stabilization and WPA Wall Repair	Previous CIP	\$200,000	O and M Lottery Proceeds	3,5
9	North Mississippi Regional Park	Plan Implementation	Previous CIP	\$450,000	Parks and Trails	2
1	Theodore Wirth Regional Park	Adventure and Welcome Center (Trailhead)	Previous CIP	\$90,000	Met Council Regional Funds	2
<b>Total</b>				<b>\$5,368,479</b>		



2018 Capital Improvement Program

<b>OTHER PROJECTS</b>					
<b>Park/Project Name</b>	<b>Proposed Park Improvements</b>	<b>Reason for inclusion in CIP</b>	<b>2018</b>	<b>Funding Source</b>	<b>District</b>
Service Centers	Service Centers Improvements	Previous CIP	\$500,000	General Fund	1, 2
Service Area Master Plans	Northeast/SE	Previous CIP	\$251,000	Neighborhood Capital Levy	1
	Southwest	Previous CIP	\$400,000	Neighborhood Capital Levy	4,6
Nieman Fields	Renovation Debt Service	Previous CIP	\$644,450	Neighborhood Capital Levy	5
Grant Matches	Hennepin Youth Sports Program (and other)	Previous CIP	\$49,765	Neighborhood Capital Levy	All
	Regional Parks and Trails	Previous CIP	\$425,000	O and M Lottery Proceeds	All
Parkway Paving & Lighting		Previous CIP	\$121,000	Met Council Regional Funds	All
<b>Total</b>			<b>\$2,391,215</b>		



2018 Capital Improvement Program

<b>REHABILITATION PROGRAM</b>					
<b>Park/Project Name</b>	<b>Proposed Park Improvements</b>	<b>Reason for inclusion in CIP</b>	<b>2018</b>	<b>Funding Source</b>	<b>District</b>
ADA Improvements	Improve accessibility in all neighborhood park sites and buildings	NPP20	\$878,000	NPP20	All
General Building and Recreation Center Rehabilitation	Repair or replace elements of buildings	NPP20	\$578,460	NPP20	All
Roofs	Repair or replace roofs	NPP20	\$700,000	NPP20	All
Heating, Ventilation, and Air Conditioning	Repair or replace components and/or systems	NPP20	\$456,000	NPP20	All
Neighborhood Amenity Fund	Repair or replace exterior park amenities, features, and site furnishings	Previous CIP	\$100,000	Neighborhood Capital Levy	All
Park Lighting	Repair or replace exterior lighting systems and supporting infrastructure	NPP20	\$300,000	NPP20	All
Synthetic Turf Rehabilitation	Repair or replace surface and/or base of synthetic athletic fields	Previous CIP	\$100,000	Neighborhood Capital Levy	All
Below-Grade Infrastructure	Repair, replace, or remove underground pipes, conduits, wiring, etc.	NPP20	\$400,000	NPP20	All



2018 Capital Improvement Program

<b>REHABILITATION PROGRAM</b>					
<b>Park/Project Name</b>	<b>Proposed Park Improvements</b>	<b>Reason for inclusion in CIP</b>	<b>2018</b>	<b>Funding Source</b>	<b>District</b>
Sidewalk and Pavement	Repair or replace exterior hard surfacing (bituminous, concrete,	NPP20 Previous CIP	\$464,040	NPP20	All
			\$132,380	Neighborhood Capital Levy	All
Operations Facilities	Repair and improvements to staging, storage, workshops, and equipment areas	NPP20	\$200,000	NPP20	All
Regional Park Amenity Fund	Repair or replace exterior park amenities, features, and site furnishings in Regional Parks	Previous CIP	\$50,000	O and M Lottery Proceeds	All
Regional Trail Rehabilitation	Repair or replace exterior hard surfacing (bituminous, concrete, pavers, etc.) in Regional Parks	Previous CIP	\$275,000	O and M Lottery Proceeds	All
Regional Park Habitat Management	Create, enhance, maintain, and manage naturalized habitat areas in Regional Parks	Previous CIP	\$100,000	O and M Lottery Proceeds	All
<b>Total</b>			<b>\$4,733,880</b>		



MPRB 2018-2023 Capital Improvement Program

CAPITAL INVESTMENT PROJECTS: Neighborhood											
2017 NPP20 ranking	Park/Project Name	Proposed Park Improvements	Reason for inclusion in CIP	2018	2019	2020	2021	2022	2023	Total	Funding Source
6	28th St Totlot	Play area and site improvements	Previous CIP/NPP20				\$200,000			\$200,000	NPP20
			Outside Funds				\$200,000			\$200,000	Outside Funds
94	Armatage Park	Play area and site improvements	Previous CIP		\$291,900					\$291,900	NPP20
42	Audubon Park	Play area and site improvements	NPP20 Play Area Rehab					\$338,000		\$338,000	Neighborhood Capital Levy
2	Bassett's Creek Park	Plan implementation	NPP20	\$500,000						\$500,000	NPP20
36	Bethune Park	Play area enhancement	NPP20	\$15,000						\$15,000	NPP20
		Plan implementation	Park Dedication	\$39,313						\$39,313	Park Dedication
18	Bohannon Park	Plan implementation	NPP20						\$735,000	\$735,000	NPP20
			NPP20						\$1,000,000	\$1,000,000	NPP20
88	Bottineau Park	Play area and site improvements	Previous CIP		\$80,000	\$135,370	\$23,216			\$238,586	Neighborhood Capital Levy
			Previous CIP			\$67,909				\$67,909	NPP20
63	Bryn Mawr Meadows Park	Athletic Fields Improvements	Previous CIP				\$777,065	\$275,989		\$1,053,054	Neighborhood Capital Levy
		Play area and site improvements	Previous CIP				\$2,302,885	\$89,011		\$2,391,896	NPP20
			Previous CIP		\$291,900						\$291,900
86	Cavell Park	Play area and site improvements	Previous CIP				\$294,595	\$27,225		\$321,820	NPP20
22	Cedar Avenue Field Park	Plan implementation	NPP20					\$600,000		\$600,000	NPP20
37	Cleveland Park	Play area and site improvements	Previous CIP	\$243,200	\$34,630					\$277,830	Neighborhood Capital Levy
			Park Dedication	\$6,108						\$6,108	Park Dedication
		Plan implementation	NPP20	\$150,000					\$675,775	\$825,775	NPP20
87	Columbia Park	Play area improvements	NPP20 Play Area Rehab					\$0		\$0	Neighborhood Capital Levy
1	Corcoran Park	Plan implementation	NPP20			\$331,975	\$618,025			\$950,000	NPP20
27	Cottage Park	Plan implementation	NPP20						\$500,000	\$500,000	NPP20
17	Currie Park	Plan implementation	NPP20	\$600,275	\$2,212,125					\$2,812,400	NPP20
			Park Dedication	\$35,486						\$35,486	Park Dedication
		Play area and site improvements	NPP20 Play Area Rehab						\$355,000	\$355,000	Neighborhood Capital Levy



MPRB 2018-2023 Capital Improvement Program

CAPITAL INVESTMENT PROJECTS: Neighborhood											
2017 NPP20 ranking	Park/Project Name	Proposed Park Improvements	Reason for inclusion in CIP	2018	2019	2020	2021	2022	2023	Total	Funding Source
n/a	Downtown Commons	Plan implementation	Park Dedication	\$963,705						\$963,705	Park Dedication
24	East Phillips Park	Master Plan and initial site improvements	NPP20					\$428,464		\$428,464	NPP20
33	Farview Park	Play area and site improvements	Previous CIP		\$291,900					\$291,900	Neighborhood Capital Levy
			Park Dedication		\$14,522					\$14,522	Park Dedication
		Plan implementation	NPP20		\$150,000				\$850,000	\$1,000,000	NPP20
5	Farwell Park	Plan implementation	NPP20		\$264,100	\$435,900				\$700,000	NPP20
15	Folwell Park	Plan implementation	NPP20					\$1,000,000		\$1,000,000	NPP20
28	Franklin Steele Square	Plan implementation	NPP20					\$740,000		\$740,000	NPP20
68	Fuller Park	Wading pool and site improvements	Previous CIP			\$0	\$804,050			\$804,050	NPP20
32	Glen Gale Park	Plan implementation	NPP20						\$600,000	\$600,000	NPP20
8	Hall Park	Plan implementation	NPP20			\$356,375	\$393,625			\$750,000	NPP20
31	Harrison Park	Plan implementation	NPP20					\$390,775	\$609,225	\$1,000,000	NPP20
78	Holmes Park	Play area and site improvements	Previous CIP		\$291,900					\$291,900	Neighborhood Capital Levy
34	Humboldt Triangle	Plan implementation	NPP20						\$0	\$0	
16	Jordan Park	Plan implementation	NPP20	\$1,270,000						\$1,270,000	NPP20
		Plan implementation	Park Dedication	\$9,084						\$9,084	Park Dedication
47	Keewaydin Park	Play area and climbing wall phase 1, decommission wading pool	Previous CIP		\$541,246	\$626,454				\$1,167,700	NPP20
72	Kenny Park	Play area and site improvements	Previous CIP			\$306,495				\$306,495	NPP20
85	Lake Hiawatha Park (part of Nokomis-Hiawatha Reg. Park)*	Play area improvements	NPP20 Play Area Rehab					\$338,000		\$338,000	Neighborhood Capital Levy
90	Linden Hills Park	Play area and site improvements	Previous CIP		\$291,900					\$291,900	NPP20
53	Longfellow Park	Play area and site improvements phase 1 (existing containers)	Previous CIP	\$179,205						\$179,205	Neighborhood Capital Levy
			Previous CIP	\$98,625						\$98,625	NPP20
			Park Dedication	\$18,942						\$18,942	Park Dedication
52	Loring Park	Play area and site improvements	Previous CIP		\$360,000					\$360,000	NPP20
20	Lovell Square Park	Plan implementation	NPP20	\$350,000	\$50,000					\$400,000	NPP20
			Park Dedication	\$0						\$0	Park Dedication



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CAPITAL INVESTMENT PROJECTS: Neighborhood											
2017 NPP20 ranking	Park/Project Name	Proposed Park Improvements	Reason for inclusion in CIP	2018	2019	2020	2021	2022	2023	Total	Funding Source
38	Lyndale School Pool	Plan implementation	NPP20						\$0	\$0	NPP20
50	Lynnhurst Park	Play area and site improvements	Previous CIP			\$306,495				\$306,495	NPP20
48	Marcy Park	Play area and site improvements	Previous CIP			\$306,495				\$306,495	NPP20
75	McRae Park	Play area and site improvements phase 1 (existing container)	Previous CIP			\$306,495				\$306,495	NPP20
29	Murphy Square Park	Plan implementation	NPP20					\$200,000		\$200,000	Neighborhood Capital Levy
21	North Commons Park	Plan implementation	NPP20		\$73,725	\$1,000,000	\$800,000			\$1,873,725	NPP20
			Previous CIP		\$293,775					\$293,775	NPP20
		Play area and site improvements	NPP20 Play Area Rehab					\$355,000		\$355,000	Neighborhood Capital Levy
54	Northeast Athletic Field Park	Athletic Fields Improvements	Previous CIP	\$250,000	\$5,550					\$255,550	NPP20
			Previous CIP	\$80,000	\$249,450		\$235,940			\$565,390	Neighborhood Capital Levy
		Play area and site improvements	Previous CIP		\$75,600	\$310,275				\$385,875	NPP20
23	Painter Park	Plan implementation	NPP20		\$200,000	\$800,000				\$1,000,000	NPP20
			Park Dedication		\$39,546					\$39,546	Park Dedication
98	Parade Park	Parking lot improvements	Previous CIP				\$365,000			\$365,000	Neighborhood Capital Levy
77	Pearl Park	Play area and site improvements	Previous CIP			\$306,495				\$306,495	Neighborhood Capital Levy
9	Peavey Park	Plan implementation	NPP20	\$1,000,000						\$1,000,000	NPP20
14	Perkins Hill Park	Plan implementation	NPP20	\$350,000						\$350,000	NPP20
			Park Dedication	\$6,042						\$6,042	Park Dedication
19	Phelps Field Park	Play area, splash pad, and site improvements	NPP20	\$0	\$500,000					\$500,000	NPP20
			Previous CIP	\$959,600						\$959,600	NPP20
			Park Dedication	\$11,505						\$11,505	Park Dedication
7	Phillips Community Center	Pool and building improvements	NPP20	\$260,000	\$260,000	\$260,000				\$780,000	NPP20
12	Powderhorn Park	Plan implementation	NPP20				\$285,000	\$815,000		\$1,100,000	NPP20
10	Riverside Park (part of Mississippi Gorge Regional Park)*	Plan implementation (improvements within neighborhood-focused portion of regional park only)	NPP20					\$1,060,000		\$1,060,000	NPP20
		Play area improvements	NPP20 Play Area Rehab					\$338,000		\$338,000	NPP20



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CAPITAL INVESTMENT PROJECTS: Neighborhood											
2017 NPP20 ranking	Park/Project Name	Proposed Park Improvements	Reason for inclusion in CIP	2018	2019	2020	2021	2022	2023	Total	Funding Source
25	Shingle Creek Park <i>(part of Shingle Creek Regional Trail) *</i>	Plan implementation <i>(improvements within neighborhood-focused portion of regional park only)</i>	NPP20						\$1,000,000	\$1,000,000	NPP20
49	Sibley Field Park	Play area, wading pool, and site improvements	Previous CIP		\$518,179	\$503,025				\$1,021,204	NPP20
			Park Dedication		\$86,634					\$86,634	Park Dedication
93	Smith Triangle	Sculpture and site improvements	Previous CIP					\$0		\$0	Neighborhood Capital Levy
			Previous CIP					\$231,525		\$231,525	NPP20
4	Stewart Field Park	New multi-use field, pool shade structure, premier field	NPP20	\$300,000						\$300,000	NPP20
			Park Dedication	\$37,563						\$37,563	Park Dedication
		Play area improvements	NPP20 Play Area Rehab						\$355,000	\$355,000	Neighborhood Capital Levy
11	Sumner Field Park	Plan implementation	NPP20				\$100,000			\$100,000	NPP20
n/a	The Mall Park	Plan implementation	Previous CIP				\$89,279	\$258,011		\$347,290	Neighborhood Capital Levy
97	Van Cleve Park	Play area and site improvements	Previous CIP				\$321,820			\$321,820	NPP20
39	Victory Park	Plan implementation	NPP20						\$750,000	\$750,000	NPP20
13	Whittier Park	Play area and site improvements	Previous CIP			\$72,107				\$72,107	NPP20
			Previous CIP			\$234,388				\$234,388	Neighborhood Capital Levy
			NPP20			\$390,000				\$390,000	NPP20
		Plan implementation	NPP20		\$45,370	\$365,130				\$410,500	Neighborhood Capital Levy
26	Willard Park	Plan implementation	NPP20					\$1,000,000		\$1,000,000	NPP20
		Play area and site improvements	NPP20 Play Area Rehab						\$355,000	\$355,000	Neighborhood Capital Levy
n/a	Capital Investment Construction Contingency Fund		NPP20	\$420,000	\$420,000	\$420,000	\$680,000	\$680,000	\$680,000	\$3,300,000	NPP20
	<b>Total</b>			<b>\$8,153,653</b>	<b>\$7,933,952</b>	<b>\$7,841,383</b>	<b>\$8,490,500</b>	<b>\$8,810,000</b>	<b>\$8,820,000</b>	<b>\$50,049,488</b>	

Six neighborhood-focused areas exist within regional parks, and are included in the NPP20 metrics and project scheduling: Lake Hiawatha Park and Recreation Center, the Nokomis Community Center area, Riverside Park, Shingle Creek Park, Creekview Park, and Marshall Terrace Park. NPP20 funds will be used ONLY in these neighborhood-focused areas and not in the larger regional park surrounding them.



MPRB 2018-2023 Capital Improvement Program

CAPITAL INVESTMENT PROJECTS: Regional											
2017 Regional ranking	Park/Project Name	Proposed Park Improvements	Reason for inclusion in CIP	2018	2019	2020	2021	2022	2023	Total	Funding Source
ROF	Above the Falls Regional Park	Hall's Island and the Park on the Scherer Site	Previous CIP	\$838,000	\$1,698,882		\$573,000			\$3,109,882	Met Council Regional Funds
			Previous CIP	\$373,068	\$164,565	\$0	\$1,570,900			\$2,108,533	Parks and Trails
		Upper River Property Management	Previous CIP	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,200,000	O and M Lottery Proceeds
		Master Plan Implementation	Regional Equity Metric			\$1,160,000	\$740,000			\$1,900,000	Parks and Trails
10	Central Mississippi Riverfront Regional Park	Water Works	Previous CIP	\$543,000	\$2,284,662					\$2,827,662	Met Council Regional Funds
			Previous CIP	\$999,390	\$415,325					\$1,414,715	Parks and Trails
		Nicollet Island Trails	Park Dedication	\$6,000						\$6,000	Park Dedication
5	Chain of Lakes Regional Park	Kenilworth Channel	Previous CIP		\$1,400,000					\$1,400,000	Parks and Trails
		Master Plan Implementation	Previous CIP					\$900,000		\$900,000	Parks and Trails
		South Cedar Beach	Park Dedication	\$25,021						\$25,021	Park Dedication
ROF	Grand Rounds Missing Link	Northern End (35W) Collaborative Project	Regional Equity Metric	\$100,000						\$100,000	Met Council Regional Funds
		Master Plan Implementation	Regional Equity Metric						\$2,070,000	\$2,070,000	Parks and Trails
4	Luce Line Regional Trail	Master Plan Implementation	Regional Equity Metric						\$1,173,000	\$1,173,000	Met Council Regional Funds
12	Minnehaha Creek Parkway Regional Trail	Master Plan	Previous CIP	\$256,000						\$256,000	Parks and Trails
		Master Plan Implementation	Previous CIP	\$1,194,000	\$1,067,393	\$461,270				\$2,722,663	Parks and Trails
15	Minnehaha Regional Park	Pavilion	Previous CIP		\$550,000	\$628,730				\$1,178,730	Parks and Trails
		General Park Development	Previous CIP	\$50,000	\$58,000					\$108,000	O and M Lottery Proceeds
		Trail Improvement and Rehabilitation	Previous CIP					\$900,000		\$900,000	Parks and Trails
6	Mississippi River Gorge Regional Park	Bohemian Flats Implementation	Previous CIP		\$1,191,000		\$1,375,000			\$2,566,000	Met Council Regional Funds
			Previous CIP	\$44,000			\$939,100			\$983,100	Parks and Trails
		Bank Stabilization and WPA Wall Repair	Previous CIP	\$200,000						\$200,000	O and M Lottery Proceeds



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CAPITAL INVESTMENT PROJECTS: Regional											
2017 Regional ranking	Park/Project Name	Proposed Park Improvements	Reason for inclusion in CIP	2018	2019	2020	2021	2022	2023	Total	Funding Source
8	Nokomis-Hiawatha Regional Park	Hiawatha Trail Loop and Bridges, and other Trail Improvement and Rehabilitation	Previous CIP				\$1,775,000			\$1,775,000	Met Council Regional Funds
			Previous CIP				\$1,200,000		\$1,200,000	Parks and Trails	
9	North Mississippi Regional Park	Plan Implementation Master Plan and Programmatic Plan, with Promotion of Upper River	Previous CIP	\$450,000						\$450,000	Parks and Trails
			Previous CIP				\$250,000		\$250,000	Parks and Trails	
2	Shingle Creek Regional Trail	Master Plan Implementation	Regional Equity Metric						\$2,000,000	\$2,000,000	Met Council Regional Funds
1	Theodore Wirth Regional Park	Master Plan Implementation  Adventure and Welcome Centet (Trailhead)	Previous CIP			\$1,000,000				\$1,000,000	Parks and Trails
			Regional Equity Metric					\$1,180,000	\$1,180,000	Parks and Trails	
			Previous CIP	\$90,000					\$90,000	Met Council Regional Funds	
3	Victory/Wirth Memorial Parkway	Master Plan Implementation	Regional Equity Metric						\$550,000	\$550,000	Met Council Regional Funds
			Regional Equity Metric						\$450,000	\$450,000	O and M Lottery Proceeds
<b>Total</b>				<b>\$5,368,479</b>	<b>\$9,029,827</b>	<b>\$3,450,000</b>	<b>\$7,173,000</b>	<b>\$3,450,000</b>	<b>\$7,623,000</b>	<b>\$36,094,306</b>	

ROF = Regional Opportunity Facility. Per MPRB Ordinance, ROFs collectively receive 25% of all regional capital funds over 6-year CIP, beginning in 2023



MPRB 2018-2023 Capital Improvement Program

OTHER PROJECTS										
Park/Project Name	Proposed Park Improvements	Reason for inclusion in CIP	2018	2019	2020	2021	2022	2023	Total	Funding Source
Service Centers	Service Centers Improvements	Previous CIP	\$500,000	\$500,000	\$500,000	\$230,000	\$230,000	\$230,000	\$2,190,000	General Fund
		Previous CIP				\$270,000	\$270,000	\$270,000	\$810,000	Neighborhood Capital Levy
Service Area Master Plans	Northeast/SE	Previous CIP	\$251,000						\$251,000	Neighborhood Capital Levy
	Southwest	Previous CIP	\$400,000						\$400,000	Neighborhood Capital Levy
Nieman Fields	Renovation Debt Service	Previous CIP	\$644,450	\$636,750	\$643,750				\$1,924,950	Neighborhood Capital Levy
Grant Matches	Hennepin Youth Sports Program (and other)	Previous CIP	\$49,765	\$200,000		\$0			\$249,765	Neighborhood Capital Levy
	Regional Parks and Trails	Previous CIP	\$425,000	\$417,000	\$450,000	\$450,000	\$450,000		\$2,192,000	O and M Lottery Proceeds
Regional Park Promotion	Park visitation promotion on transit	Previous CIP		\$100,000					\$100,000	Parks and Trails
Parkway Paving & Lighting		Previous CIP	\$121,000						\$121,000	Met Council Regional Funds
<b>Total</b>			<b>\$2,391,215</b>	<b>\$1,853,750</b>	<b>\$1,593,750</b>	<b>\$950,000</b>	<b>\$950,000</b>	<b>\$500,000</b>	<b>\$8,238,715</b>	



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REHABILITATION PROGRAM										
Park/Project Name	Proposed Park Improvements	Reason for inclusion in CIP	2018	2019	2020	2021	2022	2023	Total	Funding Source
ADA Improvements	Improve accessibility in all neighborhood park sites and buildings	NPP20	\$878,000	\$800,000	\$800,000	\$800,000	\$700,000	\$700,000	\$4,678,000	NPP20
General Building and Recreation Center Rehabilitation	Repair or replace elements of buildings	NPP20	\$578,460	\$500,000	\$500,000	\$500,000	\$400,000	\$400,000	\$2,878,460	NPP20
Roofs	Repair or replace roofs	NPP20	\$700,000	\$700,000	\$700,000	\$700,000	\$600,000	\$600,000	\$4,000,000	NPP20
Heating, Ventilation, and Air Conditioning	Repair or replace components and/or systems	NPP20	\$456,000	\$300,000	\$300,000	\$300,000	\$200,000	\$200,000	\$1,756,000	NPP20
Neighborhood Amenity Fund	Repair or replace exterior park amenities, features, and site furnishings	Previous CIP	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000	Neighborhood Capital Levy
Park Lighting	Repair or replace exterior lighting systems and supporting infrastructure	NPP20	\$300,000	\$500,000	\$500,000	\$500,000	\$400,000	\$400,000	\$2,600,000	NPP20
Synthetic Turf Rehabilitation	Repair or replace surface and/or base of synthetic athletic fields	Previous CIP	\$100,000	\$250,000	\$350,000	\$319,500	\$400,000	\$390,000	\$1,809,500	Neighborhood Capital Levy
Below-Grade Infrastructure	Repair, replace, or remove underground pipes, conduits, wiring, etc.	NPP20	\$400,000	\$200,000	\$200,000	\$200,000	\$150,000	\$150,000	\$1,300,000	NPP20
Sidewalk and Pavement	Repair or replace exterior hard surfacing (bituminous, concrete, pavers, etc.)	NPP20	\$464,040	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$2,964,040	NPP20
		Previous CIP	\$132,380		\$44,867				\$177,247	Neighborhood Capital Levy



MPRB 2018-2023 Capital Improvement Program

<b>REHABILITATION PROGRAM</b>										
<b>Park/Project Name</b>	<b>Proposed Park Improvements</b>	<b>Reason for inclusion in CIP</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>Total</b>	<b>Funding Source</b>
Operations Facilities	Repair and improvements to staging, storage, workshops, and equipment areas	NPP20	\$200,000	\$200,000	\$200,000	\$200,000	\$150,000	\$150,000	\$1,100,000	NPP20
Regional Park Amenity Fund	Repair or replace exterior park amenities, features, and site furnishings in Regional Parks	Previous CIP	\$50,000	\$250,000	\$50,000	\$50,000	\$50,000	\$50,000	\$500,000	O and M Lottery Proceeds
Regional Trail Rehabilitation	Repair or replace exterior hard surfacing (bituminous, concrete, pavers, etc.) in Regional Parks	Previous CIP	\$275,000	\$275,000	\$500,000	\$500,000	\$500,000	\$500,000	\$2,550,000	O and M Lottery Proceeds
Regional Park Habitat Management	Create, enhance, maintain, and manage naturalized habitat areas in Regional Parks	Previous CIP	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000	O and M Lottery Proceeds
<b>Total</b>			<b>\$4,733,880</b>	<b>\$4,675,000</b>	<b>\$4,844,867</b>	<b>\$4,769,500</b>	<b>\$4,250,000</b>	<b>\$4,240,000</b>	<b>\$27,513,247</b>	



Neighborhood Park Metrics Resulting from Criteria Based System for Capital and Rehabilitation Neighborhood Park Project Scheduling

2017 Rank	Park Name	Total Score	Neighborhood Name	Service Area	ACP	2017 RCAP	1. RCAP WEIGHT	2017 POPULATION DENSITY	2. DENSITY WEIGHT	2017 YOUTH POPULATION	3. YOUTH WEIGHT	2017 NEIGHBORHOOD SAFETY	4. SAFETY WEIGHT	AVERAGE ASSET CONDITION	5. CONDITION WEIGHT	LONGEVITY	6. LONGEVITY WEIGHT	PROPORTIONALITY	7. PROPORTIONALITY WEIGHT
1	Corcoran Park	18.74	Corcoran	South	Yes	Yes	5	9495	2	27.7%	2	11.75	2	3.88	3.88	1.9	1.9	2.5%	2
2	Bassett's Creek Park	18.40	Harrison	North/Southwest	Yes	Yes	5	6596	1	23.0%	1	17.14	2	4.40	4.40	2.0	2.0	0.0%	3
3	Central Gym Park	18.37	Central	South	Yes	Yes	5	14808	3	30.4%	2	14.62	2	2.70	2.70	0.7	0.7	0.0%	3
4	Stewart Field Park	18.24	Midtown Phillips	South	Yes	Yes	5	13197	3	31.1%	2	24.45	2	3.38	3.38	0.9	0.9	8.2%	2
5	Farwell Park	18.00	Willard - Hay	North	Yes	Yes	5	8496	2	34.9%	2	22.59	2	3.00	3.00	1.0	1.0	0.0%	3
6	28th St Totlot	17.50	Whittier	Southwest	Yes	Yes	5	17897	3	16.2%	1	9.79	1	4.50	4.50	0.0	0.0	0.0%	3
7	Phillips Pool & Gym	17.50	Midtown Phillips	South	Yes	Yes	5	13197	3	31.1%	2	24.45	2	5.00	5.00	0.5	0.5	26.3%	0
8	Hall Park	17.32	Near - North	North	Yes	Yes	5	6173	1	36.5%	2	27.10	2	2.72	2.72	1.6	1.6	0.0%	3
9	Peavey Park	17.21	Ventura Village	South	Yes	Yes	5	15452	3	30.1%	2	29.59	2	3.79	3.79	0.4	0.4	14.2%	1
10	Riverside Park *	17.20	Cedar Riverside	South	Yes	Yes	5	15022	3	18.6%	1	10.19	2	2.70	2.70	1.5	1.5	3.5%	2
11	Sumner Field Park	17.00	Sumner - Glenwood	North	Yes	Yes	5	7618	2	42.8%	2	13.72	2	3.00	3.00	0.0	0.0	0.0%	3
12	Powderhorn Park	16.87	Powderhorn Park	South	Yes	Yes	5	12551	3	27.3%	2	14.60	2	2.25	2.25	1.6	1.6	15.0%	1
13	Whittier Park	16.77	Whittier	Southwest	Yes	Yes	5	17897	3	16.2%	1	9.79	1	2.77	2.77	1.0	1.0	0.0%	3
14	Perkins Hill Park	16.58	McKinley	North	Yes	Yes	5	5269	1	31.9%	2	24.39	2	2.33	2.33	1.3	1.3	0.0%	3
15	Folwell Park	16.30	Folwell	North	Yes	Yes	5	9034	2	32.4%	2	33.65	2	3.30	3.30	1.0	1.0	13.3%	1
16	Jordan Park	16.29	Jordan	North	Yes	Yes	5	10592	3	36.2%	2	29.72	2	3.63	3.63	0.7	0.7	42.9%	0
17	Currie Park	16.25	Cedar Riverside	South	Yes	Yes	5	15022	3	18.6%	1	10.19	2	3.50	3.50	1.8	1.8	39.3%	0
18	Bohannon Field Park	16.14	Lind - Bohanon	North	Yes	Yes	5	6792	2	30.5%	2	12.55	2	2.43	2.43	0.7	0.7	6.2%	2
19	Phelps Field Park	16.03	Bryant	South	Yes	Yes	5	10664	3	30.9%	2	3.15	0	3.28	3.28	0.8	0.8	2.3%	2
20	Lovell Square Park	16.00	Near - North	North	Yes	Yes	5	6173	1	36.5%	2	27.10	2	3.00	3.00	0.0	0.0	0.0%	3
21	North Commons Park	15.97	Willard - Hay	North	Yes	Yes	5	8496	2	34.9%	2	22.59	2	3.15	3.15	0.8	0.8	10.7%	1
22	Cedar Field Park	15.75	East Phillips	South	Yes	Yes	5	11711	3	37.2%	2	29.39	2	2.75	2.75	1.0	1.0	83.9%	0
23	Painter Park	15.75	Lyndale	Southwest	Yes	Yes	5	15406	3	18.1%	1	9.94	1	3.42	3.42	1.3	1.3	16.1%	1
24	East Phillips Park	15.68	East Phillips	South	Yes	Yes	5	11711	3	37.2%	2	29.39	2	2.48	2.48	1.2	1.2	99.7%	0
25	Shingle Creek Park *	15.14	Shingle Creek	North	Yes	Yes	5	6550	1	27.0%	2	9.23	1	3.00	3.00	2.1	2.1	23.5%	1
26	Willard Park	15.08	Willard - Hay	North	Yes	Yes	5	8496	2	34.9%	2	22.59	2	3.08	3.08	1.0	1.0	52.7%	0
27	Cottage Park	15.00	Jordan	North	Yes	Yes	5	10592	3	36.2%	2	29.72	2	2.00	2.00	1.0	1.0	47.1%	0
28	Franklin Steele Park	15.00	Elliot Park	South	Yes	Yes	5	16705	3	7.4%	0	16.60	2	4.00	4.00	1.0	1.0	60.0%	0
29	Murphy Square Park	15.00	Cedar Riverside	South	Yes	Yes	5	15022	3	18.6%	1	10.19	2	1.00	1.00	#N/A	0.0	0.0%	3
30	Elliot Park	14.89	Elliot Park	South	Yes	Yes	5	16705	3	7.4%	0	16.60	2	3.39	3.39	0.5	0.5	24.4%	1
31	Harrison Park	14.50	Harrison	North	Yes	Yes	5	6596	1	23.0%	1	17.14	2	2.93	2.93	1.6	1.6	21.1%	1
32	Glen Gale Park	14.33	Willard - Hay	North	Yes	Yes	5	8496	2	34.9%	2	22.59	2	2.33	2.33	1.0	1.0	38.7%	0
33	Farview Park	14.31	Hawthorne	North	Yes	Yes	5	5226	1	37.5%	2	42.31	2	2.98	2.98	0.3	0.3	11.1%	1
34	Humboldt Triangle	14.00	Near - North	North	Yes	Yes	5	6173	1	36.5%	2	27.10	2	1.00	1.00	#N/A	0.0	0.0%	3
35	Bossen Field Park	13.92	Wenonah	South	Yes	Yes	5	3608	1	24.3%	2	7.23	1	3.72	3.72	1.2	1.2	64.8%	0
36	Bethune Park	13.57	Near - North	North	Yes	Yes	5	6173	1	36.5%	2	27.10	2	2.29	2.29	1.3	1.3	39.1%	0
37	Cleveland Park	13.21	Cleveland	North	Yes	No	3	7741	2	29.3%	2	17.62	2	2.50	2.50	0.7	0.7	18.1%	1
38	Lyndale School Pool	13.00	East Harriet	Southwest	No	No	0	2980	1	18.3%	1	1.37	0	5.00	5.00	3.0	3.0	0.0%	3
39	Victory Park	12.83	Victory	North	Yes	No	3	6615	1	21.1%	1	5.75	1	3.17	3.17	1.7	1.7	2.8%	2
40	Jackson Square Park	12.50	Holland	Northeast/Southeast	Yes	Yes	5	9446	2	27.8%	2	9.37	1	1.70	1.70	0.8	0.8	63.1%	0
41	St. Anthony Park	12.40	St. Anthony East	Northeast/Southeast	Yes	No	3	8851	2	11.2%	0	6.54	1	2.80	2.80	0.6	0.6	0.0%	3
42	Audubon Park	12.38	Audubon Park	Northeast/Southeast	No	No	0	7629	2	17.9%	1	4.34	1	3.52	3.52	1.9	1.9	0.0%	3
43	Beltrami Park	12.13	Beltrami	Northeast/Southeast	Yes	No	3	4655	1	18.1%	1	2.41	0	3.00	3.00	2.1	2.1	0.4%	2
44	Marshall Terrace Park *	11.56	Marshall Terrace	Northeast/Southeast	Yes	No	3	2232	1	18.6%	1	6.77	1	2.70	3	0.9	0.9	8.5%	2
45	Waveland Triangle	11.50	Lowry Hill	Southwest	No	No	0	6206	1	10.5%	0	1.04	0	4.50	4.50	3.0	3.0	0.0%	3
46	Webber Park	11.36	Webber - Camden	North	Yes	No	3	5553	1	28.8%	2	24.47	2	2.02	2.02	1.3	1.3	47.1%	0
47	Keewaydin Park	11.03	Keewaydin	South	No	No	0	3711	1	19.3%	1	3.04	0	4.03	4.03	2.0	2.0	0.0%	3
48	Marcy Park	11.00	Marcy Holmes	Northeast/Southeast	No	No	0	12722	3	3.3%	0	6.19	1	3.00	3.00	1.0	1.0	0.0%	3
49	Sibley Field Park	10.98	Standish	South	No	No	0	8311	2	21.6%	1	2.79	0	3.48	3.48	1.5	1.5	0.0%	3
50	Lynnhurst Park	10.86	Lynnhurst	Southwest	No	No	0	5964	1	27.4%	2	0.34	0	4.23	4.23	1.6	1.6	1.3%	2
51	Mueller Park	10.75	Lowry Hill East	Southwest	No	No	0	15467	3	7.1%	0	10.22	2	1.75	1.75	1.0	1.0	0.0%	3
52	Loring Park	10.67	Loring Park	Regional	No	No	0	18279	3	7.1%	0	11.38	2	3.67	3.67	2.0	2.0	33.9%	0



Neighborhood Park Metrics Resulting from Criteria Based System for Capital and Rehabilitation Neighborhood Park Project Scheduling

2017 Rank	Park Name	Total Score	Neighborhood Name	Service Area	ACP	2017 RCAP	1. RCAP WEIGHT	2017 POPULATION DENSITY	2. DENSITY WEIGHT	2017 YOUTH POPULATION	3. YOUTH WEIGHT	2017 NEIGHBORHO OD SAFETY	4. SAFETY WEIGHT	AVERAGE ASSET CONDITION	5. CONDITION WEIGHT	LONGEVITY	6. LONGEVITY WEIGHT	PROPORTIONALITY	7. PROPORTIONALITY WEIGHT
53	Longfellow Park	10.48	Longfellow	South	No	No	0	5521	1	22.9%	1	16.58	2	3.48	3.48	1.0	1.0	4.1%	2
54	Northeast Athletic Field Park	10.08	Northeast Park	Northeast/Southeast	Yes	No	3	952	1	18.1%	1	7.46	1	3.28	3.28	0.8	0.8	50.9%	0
55	Northwestern Bell/Elwell Park	10.00	Marcy Holmes	Northeast/Southeast	No	No	0	12722	3	3.3%	0	6.19	1	2.00	2.00	1.0	1.0	0.0%	3
56	Stevens Square Park	10.00	Steven's Square - Loring Heights	Southwest	Yes	No	3	20840	3	5.4%	0	13.34	2	1.50	1.50	0.5	0.5	27.9%	0
57	Xcel Field Park	10.00	Marshall Terrace	Northeast/Southeast	Yes	No	3	2232	1	21.9%	1	3.78	0	1.00	1.00	1.0	1.0	0.0%	3
58	Brackett Park	9.85	Longfellow	South	No	No	0	5521	1	22.9%	1	16.58	2	2.94	2.94	1.9	1.9	13.0%	1
59	Pershing Field Park	9.80	Fulton	Southwest	No	No	0	6999	2	25.8%	2	0.33	0	3.00	3.00	1.8	1.8	14.9%	1
60	Todd Park	9.67	Diamond Lake	South	No	No	0	4687	1	24.7%	2	2.14	0	3.11	3.11	1.6	1.6	1.0%	2
61	Washburn Avenue Totlot	9.50	Armatage	Southwest	No	No	0	6555	1	22.5%	1	1.23	0	3.50	3.50	1.0	1.0	0.0%	3
62	Matthews Park	9.48	Seward	South	No	No	0	7157	2	16.9%	1	10.62	2	2.71	2.71	0.8	0.8	15.8%	1
63	Bryn Mawr Park	9.41	Bryn - Mawr	Southwest	No	No	0	2070	1	19.2%	1	2.15	0	3.95	3.95	1.5	1.5	5.2%	2
64	Hiawatha School Park	9.30	Hiawatha	South	No	No	0	4392	1	17.2%	1	3.11	0	3.19	3.19	2.1	2.1	0.9%	2
65	Hiview Park	9.10	Columbia Park	Northeast/Southeast	Yes	No	3	1132	1	18.5%	1	4.71	1	2.10	2.10	1.0	1.0	47.5%	0
66	Washburn Fair Oaks Park	9.00	Whittier	Southwest	No	No	0	17897	3	16.2%	1	9.79	1	1.00	1.00	#N/A	0.0	0.0%	3
67	Windom South Park	9.00	Windom	Southwest	No	No	0	6510	1	25.2%	2	4.92	1	3.00	3.00	1.0	1.0	15.4%	1
68	Fuller Park	8.97	Tangletown	Southwest	No	No	0	6448	1	24.5%	2	3.16	0	2.81	2.81	1.2	1.2	6.5%	2
69	Clinton Field Park	8.90	Whittier	Southwest	No	No	0	17897	3	16.2%	1	9.79	1	2.50	2.50	1.4	1.4	57.5%	0
70	Morris Park	8.64	Morris Park	Northeast/Southeast	No	No	0	3819	1	16.3%	1	6.18	1	2.50	2.50	1.1	1.1	4.9%	2
71	Logan Park	8.52	Logan Park	Northeast/Southeast	No	No	0	8164	2	12.7%	0	4.21	1	3.02	3.02	0.5	0.5	9.0%	2
72	Kenny Park	8.40	Kenny	Southwest	No	No	0	5312	1	23.4%	1	1.45	0	3.40	3.40	1.0	1.0	2.4%	2
73	Creekview Park *	8.33	Shingle Creek	North	No	No	0	6550	1	27.0%	2	9.23	1	2.67	2.67	0.7	0.7	19.6%	1
74	Luxton Park	8.33	Prospect Park - East River Road	Northeast/Southeast	No	No	0	6209	1	7.0%	0	5.06	1	3.33	3.33	1.0	1.0	7.2%	2
75	McRae Park	8.31	Northrop	South	No	No	0	6354	1	22.7%	1	3.55	0	2.45	2.45	1.9	1.9	8.5%	2
76	Windom NE Park	8.25	Windom Park	Northeast/Southeast	No	No	0	9340	2	13.4%	0	5.23	1	2.25	2.25	1.0	1.0	3.4%	2
77	Pearl Park	8.16	Page	South	No	No	0	5665	1	23.0%	1	1.07	0	2.63	2.63	1.5	1.5	6.1%	2
78	Holmes Park	8.13	Marcy Holmes	Northeast/Southeast	No	No	0	12722	3	3.3%	0	6.19	1	3.50	3.50	0.6	0.6	30.8%	0
79	Rev. Dr. Martin Luther King Jr. Park	8.08	King Field	Southwest	No	No	0	9283	2	18.7%	1	2.60	0	2.35	2.35	0.7	0.7	6.1%	2
80	Deming Heights Park	8.00	Audubon Park	Northeast/Southeast	No	No	0	7629	2	17.9%	1	4.34	1	1.00	1.00	#N/A	0.0	0.0%	3
81	Gateway Park	8.00	Downtown West	Downtown	No	No	0	9408	2	5.1%	0	60.64	2	1.00	1.00	#N/A	0.0	0.0%	3
82	Lyndale Farmstead Park	8.00	East Harriet	Southwest	No	No	0	2980	1	18.3%	1	1.37	0	2.71	2.71	1.3	1.3	5.7%	2
83	Park Siding Park	8.00	Cedar - Isles - Dean	Southwest	No	No	0	4227	1	12.6%	0	3.02	0	3.00	3.00	1.0	1.0	0.0%	3
84	Bryant Square Park	7.89	CARAG	Southwest	No	No	0	15632	3	7.6%	0	6.62	1	2.61	2.61	1.3	1.3	34.3%	0
85	Lake Hiawatha Park *	7.87	Ericsson	Regional	No	No	0	3629	1	20.7%	1	4.54	1	3.07	3.07	1.8	1.8	26.7%	0
86	Cavell Park	7.73	Waite Park	Northeast/Southeast	No	No	0	6093	1	18.2%	1	1.68	0	2.90	2.90	0.8	0.8	5.8%	2
87	Columbia Park	7.63	Columbia Park	Northeast/Southeast	No	No	0	1132	1	18.5%	1	4.71	1	3.00	3.00	0.6	0.6	15.5%	1
88	Bottineau Park	7.56	Bottineau	Northeast/Southeast	No	No	0	5558	1	20.4%	1	10.17	2	2.67	2.67	0.9	0.9	26.1%	0
89	Tower Hill Park	7.50	Prospect Park - East River Road	Northeast/Southeast	No	No	0	6209	1	7.0%	0	5.06	1	2.50	2.50	1.0	1.0	1.4%	2
90	Linden Hills Park	7.47	Linden Hills	Southwest	No	No	0	5813	1	21.5%	1	0.62	0	3.30	3.30	1.2	1.2	16.4%	1
91	Chergosky Park	7.00	Prospect Park - East River Road	Northeast/Southeast	No	No	0	6209	1	7.0%	0	5.06	1	1.00	1.00	1.0	1.0	0.0%	3
92	Diamond Lake	7.00	Diamond Lake	South	No	No	0	4687	1	24.7%	2	2.14	0	1.00	1.00	#N/A	0.0	0.0%	3
93	Smith Triangle	7.00	East Isles	Southwest	No	No	0	9822	2	9.9%	0	8.59	1	1.00	1.00	#N/A	0.0	0.0%	3
94	Armatage Park	6.83	Armatage	Southwest	No	No	0	6555	1	22.5%	1	1.23	0	2.94	2.94	0.9	0.9	13.8%	1
95	Waite Park	6.68	Waite Park	Northeast/Southeast	No	No	0	6093	1	18.2%	1	1.68	0	2.27	2.27	1.4	1.4	20.8%	1
96	Kenwood Park	6.45	Kenwood	Southwest	No	No	0	2374	1	12.6%	0	2.65	0	3.05	3.05	1.4	1.4	15.5%	1
97	Van Cleve Park	6.44	Como	Northeast/Southeast	No	No	0	6290	1	11.6%	0	5.10	1	2.54	2.54	0.9	0.9	14.9%	1
98	Parade Park (Not Ice Arena)	6.25	Lowry Hill	Southwest	No	No	0	6206	1	10.5%	0	1.04	0	1.75	1.75	1.5	1.5	0.7%	2
99	Lake Nokomis Park *	6.17	Keewaydin	South/Regional	No	No	0	3711	1	19.3%	1	3.04	0	1.92	1.92	1.3	1.3	11.1%	1
100	Chute Square	6.00	Nicollet Island - East Bank	Northeast/Southeast	No	No	0	5640	1	9.1%	0	8.61	1	1.00	1.00	#N/A	0.0	0.0%	3
101	Reserve Block 40	6.00	Bryn - Mawr	Southwest	No	No	0	2070	1	19.2%	1	2.15	0	3.00	3.00	1.0	1.0	115.4%	0
102	Joanne R Levin Triangle	5.00	East Isles	Southwest	No	No	0	9822	2	9.9%	0	8.59	1	1.00	1.00	1.0	1.0	59.6%	0
103	Thomas Lowry Park	5.00	Lowry Hill	Southwest	No	No	0	6206	1	10.5%	0	1.04	0	1.00	1.00	#N/A	0.0	0.0%	3
104	Dickman Park	4.81	St. Anthony West	Northeast/Southeast	No	No	0	4557	1	8.3%	0	3.19	0	2.67	2.67	0.1	0.1	17.3%	1



Neighborhood Park Metrics Resulting from Criteria Based System for Capital and Rehabilitation Neighborhood Park Project Scheduling

2017 Rank	Park Name	Total Score	Neighborhood Name	Service Area	ACP	2017 RCAP	1. RCAP WEIGHT	2017 POPULATION DENSITY	2. DENSITY WEIGHT	2017 YOUTH POPULATION	3. YOUTH WEIGHT	2017 NEIGHBORHOOD SAFETY	4. SAFETY WEIGHT	AVERAGE ASSET CONDITION	5. CONDITION WEIGHT	LONGEVITY	6. LONGEVITY WEIGHT	PROPORTIONALITY	7. PROPORTIONALITY WEIGHT
PARKS WITHOUT SIGNIFICANT ASSETS: scoring is based only on community characteristics; these parks not considered in overall rankings																			
NR	Irving Triangle	12.00	Jordan	North	Yes	Yes	5	10592	3	39.1%	2	27.29	2	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
NR	Newton Triangle	12.00	Jordan	North	Yes	Yes	5	10592	3	39.1%	2	27.29	2	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
NR	49th Avenue Corridor Trail	11.00	Lind-Bohannon	Northeast/Southeast	Yes	Yes	5	6792	2	26.7%	2	14.17	2	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
NR	Oliver Triangle	11.00	Willard - Hay	North	Yes	Yes	5	8496	2	34.5%	2	22.96	2	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
NR	Russell Triangle	11.00	Willard - Hay	North	Yes	Yes	5	8496	2	34.5%	2	22.96	2	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
NR	Barnes Place Triangle	10.00	Near - North	North	Yes	Yes	5	6173	1	33.8%	2	24.52	2	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
NR	Park Avenue Triangle	8.00	Elliot Park	Downtown	Yes	No	3	16705	3	8.2%	0	12.96	2	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
NR	Rollins Triangle	7.00	Longfellow	South	Yes	No	3	5521	1	21.6%	1	18.33	2	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
NR	Monroe Place Triangle	6.00	St. Anthony East	Northeast/Southeast	Yes	No	3	8851	2	11.1%	0	6.90	1	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
NR	Clifton Triangle	5.00	Loring Park	Northeast/Southeast	No	No	0	18279	3	5.4%	0	12.37	2	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
NR	Morrison Park	5.00	Whittier	Southwest	No	No	0	17897	3	16.0%	1	8.94	1	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
NR	Humboldt Greenway	4.00	Shingle Creek	North	No	No	0	6550	1	32.4%	2	4.77	1	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
NR	Shoreview & 54 1/2 Triangle	4.00	Wenonah	South	No	No	0	3608	1	24.0%	2	6.76	1	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
NR	Shoreview & 55th Triangle	4.00	Wenonah	South	No	No	0	3608	1	24.0%	2	6.76	1	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
NR	Sibley Triangle	4.00	St. Anthony West	Northeast/Southeast	Yes	No	3	4557	1	10.1%	0	1.97	0	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
NR	Vineland Triangle	4.00	Lowry Hill East	Southwest	No	No	0	15467	3	10.2%	0	6.73	1	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
NR	Solomon Park, Edward C	3.00	Diamond Lake	South	No	No	0	4687	1	24.7%	2	2.14	0	1.00	1.00	#N/A	0.0	#N/A	#N/A
NR	Architect Triangle	3.00	Columbia Park	Northeast/Southeast	No	No	0	1132	1	17.8%	1	6.52	1	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
NR	Normanna Triangle	3.00	Seward	South	No	No	0	7157	2	14.2%	0	8.28	1	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
NR	Oak Crest Triangle	3.00	Audubon Park	Northeast/Southeast	No	No	0	7629	2	16.3%	1	3.38	0	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
NR	Ryan Lake	3.00	Victory	North	No	No	0	6615	1	22.3%	1	7.75	1	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
NR	Seven Oaks Oval Park	3.00	Howe	South	No	No	0	6253	1	18.4%	1	4.28	1	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
NR	Adams Triangle	2.00	Hiawatha	South	No	No	0	4392	1	17.2%	1	3.11	0	1.00	1.00	#N/A	0.0	#N/A	#N/A
NR	North Loop Park (Future)	2.00	North Loop	Downtown	No	No	0	5593	1	12.9%	0	8.66	1	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
NR	The Mall Park	2.00	East Isles	Southwest	No	No	0	9822	2	10.5%	0	2.37	0	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
NR	Dell Park	2.00	Linden Hills	Southwest	No	No	0	5813	1	21.8%	1	0.00	0	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
NR	Elmwood Triangle	2.00	Tangletown	Southwest	No	No	0	6448	1	23.5%	1	1.85	0	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
NR	Laurel Triangle	2.00	Bryn - Mawr	Southwest	No	No	0	2070	1	18.0%	1	1.11	0	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
NR	Penn Model Village Triangle	2.00	Armatage	Southwest	No	No	0	6555	1	22.0%	1	1.04	0	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
NR	Rustic Lodge Triangle	2.00	Tangletown	Southwest	No	No	0	6448	1	23.5%	1	1.85	0	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
NR	Shoreview & 54th Triangle	2.00	Keewaydin	South	No	No	0	3711	1	17.7%	1	2.08	0	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
NR	Alcott Triangle	1.00	Cedar - Isles - Dean	Southwest	No	No	0	4227	1	14.2%	0	1.71	0	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
NR	Barton Triangle	1.00	Prospect Park - East River Rd	Northeast/Southeast	No	No	0	6209	1	6.2%	0	3.32	0	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
NR	Bedford Triangle	1.00	Prospect Park - East River Rd	Northeast/Southeast	No	No	0	6209	1	6.2%	0	3.32	0	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
NR	Caleb Dorr Circle	1.00	Prospect Park - East River Rd	Northeast/Southeast	No	No	0	6209	1	6.2%	0	3.32	0	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
NR	Chowen Triangle	1.00	Cedar - Isles - Dean	Southwest	No	No	0	4227	1	14.2%	0	1.71	0	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
NR	Clarence Triangle	1.00	Prospect Park - East River Rd	Northeast/Southeast	No	No	0	6209	1	6.2%	0	3.32	0	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
NR	Fremont Triangle	1.00	Lowry Hill	Southwest	No	No	0	6206	1	12.5%	0	1.06	0	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
NR	Gladstone Triangle	1.00	Lowry Hill	Southwest	No	No	0	6206	1	12.5%	0	1.06	0	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
NR	Orlin Triangle	1.00	Prospect Park - East River Rd	Northeast/Southeast	No	No	0	6209	1	6.2%	0	3.32	0	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
NR	St Louis Triangle	1.00	Cedar - Isles - Dean	Southwest	No	No	0	4227	1	14.2%	0	1.71	0	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
NR	Washington Triangle	1.00	St. Anthony West	Northeast/Southeast	No	No	0	4557	1	10.1%	0	1.97	0	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
NR	West End Triangle	1.00	Cedar - Isles - Dean	Southwest	No	No	0	4227	1	14.2%	0	1.71	0	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
NR	Valley View Park		City of Golden Valley	#N/A	No	No	0	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
NR	Neiman Sports Complex			South	Yes	No	0	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A



Regional Parks Equity Metrics- Community Characteristics

Rank	Regional Park Property	Park/ Trail	Score	Size (ac)	RCAP	ACP	RCAP WEIGHT	WALKSHED (pop. w/in .5 mi)	WALKING SCORE	TRANSIT STOP PROXIMITY	TRANSIT SCORE	PARKING (spaces/ acre)	PARKING SCORE	ACCESS WEIGHT	NEIGHBORHD SAFETY	SAFETY WEIGHT
ROF	Grand Rounds Missing Link	Trail		128												
ROF	Above the Falls	Park		175												
1	Theodore Wirth	Park	16.0	645	Yes	Yes	5	29,821	3	12	3	0.68	0	2.0	17.64	2
2	Shingle Creek	Trail	14.3	65	Yes	Yes	5	23,236	3	12	3	0	0	2.0	16.40	2
3	Victory/Wirth Memorial Parkway	Trail	14.2	166	Yes	Yes	5	46,369	5	15	3	0.3	0	2.7	20.48	2
4	Luce Line	Trail	13.0	6	Yes	Yes	5	25,943	3	5	0	0	0	1.0	17.64	2
5	Minneapolis Chain-of-Lakes	Park	13.0	495	No	No	0	54,345	5	39	5	3.21	5	5.0	1.71	0
6	Mississippi Gorge	Park	12.7	306	Yes	Yes	5	67,088	5	5	0	2.25	3	2.7	5.86	1
7	Northeast Diagonal	Trail	12.0	7	No	Yes	3	19,228	0	19	3	0	0	1.0	5.40	1
8	Nokomis-Hiawatha	Park	10.7	380	No	No	0	32,196	3	10	3	2.1	3	3.0	3.37	0
9	North Mississippi	Park	10.3	83	Yes	Yes	5	17,093	0	6	0	2.6	3	1.0	18.81	2
10	Central Mississippi Riverfront	Park	10.3	144	No	No	0	32,872	3	6	0	3.9	5	2.7	20.00	2
11	Columbia Parkway	Trail	10.2	12	No	Yes	3	14,253	0	2	0	12	5	1.7	4.71	0
12	Minnehaha Parkway	Trail	10.0	256	No	No	0	63,733	5	14	3	3.57	5	4.3	1.99	0
13	Cedar Lake	Trail	9.7	5	No	No	0	40,091	5	2	0	0	0	1.7	8.10	1
14	St. Anthony Parkway	Trail	9.5	52	No	Yes	3	28,505	3	7	0	1.8	3	2.0	3.28	0
15	Minnehaha	Park	8.0	181	No	No	0	22,242	3	4	0	3.4	5	2.7	3.54	0
16	Kenilworth	Trail	7.5	5	No	No	0	17,378	0	5	0	0	0	0.0	2.32	0
17	Ridgway Parkway	Trail	7.5	24	No	Yes	3	14,000	0	1	0	2.1	3	1.0	7.46	1



Regional Parks Equity Metrics- Park Characteristics

Rank	Regional Park Property	Park/ Trail	Score	Size (ac)	HISTORIC INVESTMENT	/ACRE	INVEST- MENT WEIGHT	VISITOR COUNT	USE/ACRE	USE INTENSITY WEIGHT	ADA CONSIDER- ATIONS	ADA WEIGHT	REMNANT NATIVE PLANT	TREE CANOPY	WATER	NATURAL RESOURCES WEIGHT	TRAIL QUALITY	TRAIL QUALITY WEIGHT	
ROF	Grand Rounds Missing Link	Trail		128															
ROF	Above the Falls	Park		175															
1	Theodore Wirth	Park	16.0	645	\$ 18,119,663	\$ 28,093	2	570,200	884	0	\$ 376,848	2	2	2	2	2.0	Moderate	1	
2	Shingle Creek	Trail	14.3	65	\$ 37,803	\$ 582	3	148,400	2,283	0	n/a	1	0	1	0	0.3	Moderate	1	
3	Victory/Wirth Memorial Parkway	Trail	14.2	166	\$ 3,148,947	\$ 18,970	2	646,700	3,896	0	n/a	1	0	1	n/a	0.5	Moderate	1	
4	Luce Line	Trail	13.0	6	\$ 701,668	\$ 116,945	0	132,100	22,017	2	n/a	1	0	0	n/a	0.0	Low	2	
5	Minneapolis Chain-of-Lakes	Park	13.0	495	\$ 19,701,126	\$ 39,800	2	5,101,700	10,306	1	\$ 716,576	2	2	2	2	2.0	Moderate	1	
6	Mississippi Gorge	Park	12.7	306	\$ 17,502,809	\$ 57,249	1	1,179,300	3,857	0	\$ 164,231	1	2	2	2	2.0	High	0	
7	Northeast Diagonal	Trail	12.0	7	\$ -	\$ -	3	174,800	24,971	2	n/a	1	0	0	n/a	0.0	Moderate	1	
8	Nokomis-Hiawatha	Park	10.7	380	\$ 2,097,006	\$ 5,518	3	1,390,300	3,659	0	\$ 302,536	2	0	1	1	0.7	Low	2	
9	North Mississippi	Park	10.3	83	\$ 19,725,807	\$ 237,660	0	326,900	3,939	0	\$ 155,976	1	0	1	0	0.3	Moderate	1	
10	Central Mississippi Riverfront	Park	10.3	144	\$ 14,295,380	\$ 99,520	1	2,115,500	14,727	1	\$ 381,537	2	0	1	1	0.7	Moderate	1	
11	Columbia Parkway	Trail	10.2	12	\$ 333,059	\$ 27,755	2	88,500	7,375	1	n/a	1	0	1	n/a	0.5	Moderate	1	
12	Minnehaha Parkway	Trail	10.0	256	\$ 5,846,733	\$ 22,839	2	1,436,400	5,611	1	n/a	1	0	2	0	0.7	Moderate	1	
13	Cedar Lake	Trail	9.7	5	\$ -	\$ -	3	493,900	98,780	2	n/a	1	0	0	n/a	0.0	Moderate	1	
14	St. Anthony Parkway	Trail	9.5	52	\$ 1,691,770	\$ 32,534	2	233,800	4,496	0	n/a	1	0	1	n/a	0.5	Moderate	1	
15	Minnehaha	Park	8.0	181	\$ 14,389,506	\$ 79,500	1	1,717,600	9,490	1	\$ 348,637	2	2	2	0	1.3	High	0	
16	Kenilworth	Trail	7.5	5	\$ -	\$ -	3	617,500	123,500	2	n/a	1	0	1	n/a	0.5	Moderate	1	
17	Ridgway Parkway	Trail	7.5	24	\$ 1,364,348	\$ 56,848	1	24,300	1,013	0	n/a	1	0	1	n/a	0.5	High	0	



# Capital Project Funds - All Funds

Statement of Revenues & Expenditures	2017 Approved	2018 Approved
<b>Capital Revenues</b>		
<b>11500 Fund - General</b>		
Neighborhood Park Capital Levy	2,180,000	2,180,000
Transfer	230,000	500,000
<b>11950 Fund - Park Dedicated Revenue</b>		
Lottery Proceeds	1,300,000	1,300,000
Park Dedication	364,605	1,158,769
<b>14370 Fund - Special Assessments</b>		
Assessment Bonds	300,000	300,000
<b>14300 Fund - Capital Projects Fund</b>		
Bonds	10,500,000	10,500,000
Metropolitan Council Grants	4,173,730	1,692,000
Other Outside Funding	325,000	0
Parks & Trails - State Legacy Fund	3,456,000	3,316,458
<b>Total Capital Revenues</b>	<b>22,829,335</b>	<b>20,947,227</b>
<b>Capital Expenditures</b>		
<b>14370 Fund - Special Assessments</b>		
Diseased Tree Removal	300,000	300,000
<b>14300 Fund - Capital Projects Fund</b>		
Neighborhood Capital Outlay	6,328,205	8,153,653
Regional Capital Outlay	8,888,730	5,368,479
Other Projects Capital Outlay	2,352,400	2,391,215
Neighborhood Rehabilitation Programs Capital Outlay	4,650,000	4,308,880
Regional Rehabilitation Programs Capital Outlay	310,000	425,000
<b>Total Capital Expenditures</b>	<b>22,829,335</b>	<b>20,947,227</b>
<b>Excess Revenues Over/(Under) Expenses</b>	<b>0</b>	<b>0</b>



**Capital Projects**

<b>Fund 11500</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Salaries and Wages</b>	<b>1,419,375</b>	<b>646,131</b>
<b>Fringe Benefits</b>	<b>475,464</b>	<b>198,906</b>
<b>Operating Costs</b>	<b>20,934,496</b>	<b>20,102,190</b>
<b>Capital Projects Expense</b>	<b>22,829,335</b>	<b>20,947,227</b>

	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Capital Projects Rehabilitation Personnel</b>		
Cement Finisher NPP20	2.00	2.00
Contract Administrator NPP20	1.00	0.00
Electrician NPP20	2.00	2.00
Electrician Apprentice NPP20	1.00	1.00
Manager, Trades NPP20	1.00	0.00
Engineering Project Manager NPP20	1.00	0.00
Plumber NPP20	2.00	2.00
Rehab Project Manager NPP20	1.00	0.00
<b>Full Time</b>	<b>11.00</b>	<b>7.00</b>
Trades NPP20	4.00	4.00
<b>Part Time</b>	<b>4.00</b>	<b>4.00</b>
<b>Capital Projects Rehabilitation</b>	<b>15.00</b>	<b>11.00</b>

	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Capital Projects Personnel</b>		
Capital Projects Accountant NPP20	0.57	0.00
Communications Representative NPP20	0.75	0.00
Design Project Manager NPP20	3.00	0.00
Project Designer NPP20	1.00	0.00
Project Planner NPP20	1.00	0.00
<b>Full Time</b>	<b>6.32</b>	<b>0.00</b>
<b>Capital Projects</b>	<b>6.32</b>	<b>0.00</b>



# Personnel Summaries

- Personnel Summary by Division/Department Pages 182-183
- Personnel Summary by Job Title Pages 184-190



## Personnel Summary by Division/Department

<b>Full Time</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Superintendent's Office</b>		
Superintendent's Office	1.60	1.60
Board of Commissioners	9.65	9.65
Communications & Marketing Department	5.10	6.85
Park Police Department	38.85	38.85
<b>Deputy Superintendent's Office</b>		
Deputy Superintendent's Office	1.75	1.75
Community Outreach Department	10.00	10.00
Customer Service Department	9.00	10.00
Finance Department	11.03	12.60
Human Resources Department	8.60	8.60
Information Technology Services Department	11.00	13.00
<b>Environmental Stewardship Division</b>		
Asset Management Department	207.15	205.15
Environmental Management Department	12.75	14.75
Forestry Department	81.85	81.85
<b>Planning Services Division</b>		
Design & Project Management Department	12.50	19.50
Strategic Planning Department	6.50	7.50
<b>Recreation Services Division</b>		
Athletic Programs, Aquatics & Ice Arenas Department	13.57	19.57
Golf Department	19.40	19.40
Recreation Centers & Programs Department	54.26	54.26
Youth Development Department	26.57	27.57
<b>NPP20 Neighborhood Park Rehabilitation</b>	11.00	7.00
<b>NPP20 Neighborhood Park Capital Projects</b>	6.32	0.00
<b>Total Full Time</b>	<b>558.45</b>	<b>569.45</b>

**Personnel Summary (Continued)**

<b>Part Time</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
<b>Superintendent's Office</b>		
Communications & Marketing Department	2.20	2.20
Park Police Department	11.16	12.49
<b>Deputy Superintendent's Office</b>		
Deputy Superintendent's Office	0.00	0.15
Community Outreach Department	3.93	4.10
Customer Service Department	6.52	6.05
Finance Department	0.00	0.00
Information Technology Services Department	0.00	0.00
<b>Environmental Stewardship Division</b>		
Asset Management Department	47.08	48.34
Environmental Management Department	21.83	22.80
Forestry Department	1.85	1.85
<b>Planning Services Division</b>		
Design & Project Management Department	0.20	0.70
Strategic Planning Department	1.20	1.20
<b>Recreation Services Division</b>		
Athletic Programs, Aquatics & Ice Arenas Department	36.17	39.09
Golf Department	51.16	51.16
Recreation Centers & Programs Department	113.63	126.46
Youth Development Department	64.98	66.87
<b>NPP20 Neighborhood Park Rehabilitation</b>	4.00	4.00
<b>Total Part Time</b>	<b>365.91</b>	<b>387.46</b>
<b>Total</b>	<b>924.36</b>	<b>956.91</b>



## Personnel Summary by Job Title

<b>Full-Time Position Title</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
Account Clerk	2.50	3.50
Account Clerk NPP20	0.50	0.50
Accountant	1.00	1.00
Accounting Supervisor	1.00	1.00
Administrative Assistant	6.45	5.45
AIS Program Administrator	1.00	1.00
Application Support Position	0.00	1.00
Aquatic Position	0.00	1.00
Aquatics Coordinator	1.00	1.00
Arborist	43.00	43.00
Arborist Crew Leader	14.00	14.00
Arborist NPP20	2.00	2.00
Archivist	0.00	1.00
Assistant Director Asset Management NPP20	1.00	1.00
Assistant Superintendent Env. Stewardship	1.00	1.00
Assistant Superintendent Planning	1.00	1.00
Assistant Superintendent Recreation	1.00	1.00
Asst. Director, Recreation Centers & Programs	1.00	1.00
Athletic Program Specialist	6.00	6.00
Automotive Mechanic	11.00	11.00
Automotive Mechanic Shop Leader	1.00	1.00
Capital Projects Accountant	0.43	0.40
Capital Projects Accountant NPP20	0.57	0.60
Carpenter	3.00	3.00
Carpenter Apprentice NPP20	1.00	1.00
Carpenter NPP20	2.00	2.00
Cement Finisher	2.00	2.00
Cement Finisher NPP20	2.00	2.00
Child Care Worker	9.00	9.00
Communications Representative	1.25	1.25
Communications Representative NPP20	0.75	0.75
Community Engagement Coordinator	4.00	4.00
Community Event Supervisor	1.00	1.00
Construction Engineer	1.00	0.00
Construction Engineer NPP20	0.00	1.00
Construction Project Manager	2.00	2.00

**Personnel Summary (Continued)**

<b>Full-Time Position Title</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
Contract Administrator	0.00	0.25
Contract Administrator NPP20	1.00	0.75
Copy Center Operator	1.00	1.00
Customer Service Representative I	3.00	3.00
Customer Service Representative II	1.00	1.00
Deputy Superintendent	1.00	1.00
Design Project Manager	5.00	5.00
Design Project Manager NPP20	3.00	3.00
Director, Asset Management	1.00	1.00
Director, Athletic Programs & Aquatics	1.00	1.00
Director, Communications & Marketing	1.00	1.00
Director, Community Outreach	1.00	1.00
Director, Customer Service	1.00	1.00
Director, Environmental Management	1.00	1.00
Director, Finance	1.00	1.00
Director, Golf	1.00	1.00
Director, Human Resources	1.00	1.00
Director, Information Technology Services	1.00	1.00
Director, Park Forestry	1.00	1.00
Director, Park Safety and Security	1.00	1.00
Director, Planning and Project Management	1.00	1.00
Director, Recreation Centers & Programs	1.00	1.00
Director, Strategic Planning	1.00	1.00
Director, Youth Development	1.00	1.00
Electrician	2.00	2.00
Electrician Apprentice NPP20	1.00	1.00
Electrician NPP20	2.00	2.00
Engineering Project Manager NPP20	1.00	1.00
Engineering Technician II	3.00	2.00
Env. Stewardship Volunteer Coordinator	1.00	1.00
Environmental Education Supervisor	1.00	1.00
Equipment Repair Supervisor	1.00	1.00
Equipment Supervisor	1.00	1.00
Event Coordinator	4.00	4.00
Event Technician	1.00	1.00
Executive Assistant	2.00	1.40
Executive Assistant NPP20	0.00	0.60

**Personnel Summary (Continued)**

<b>Full-Time Position Title</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
Executive Assistant to the Deputy Superintendent	1.00	1.00
Executive Assistant to the Superintendent	1.00	1.00
Facility Coordinator	1.00	1.00
Financial Analyst	1.00	1.00
Financial Services Asst/Payroll	1.00	1.00
Foreman Arborist	5.00	5.00
Foreman Carpenter	1.00	1.00
Foreman Cement Finisher	1.00	1.00
Foreman Electrician	1.00	1.00
Foreman Golf Maintenance	5.00	5.00
Foreman Painter	1.00	1.00
Foreman Plumber	1.00	1.00
Foreman Service Area	3.00	1.00
Gardener	9.00	9.00
Gardener Curator	1.00	1.00
Gardener NPP20	1.00	1.00
GIS Position	0.00	1.00
GIS/Database Position	0.00	1.00
Golf Course Specialist	3.00	3.00
Human Resources Associate	2.00	2.00
Human Resources Consultant	2.00	2.00
Human Resources Consultant NPP20	1.00	1.00
Ice Arena Supervisor	1.00	1.00
IT Network & Systems Specialist	1.00	1.00
IT Network & Systems Specialist II	1.00	1.00
IT Project Manager	2.00	2.00
IT Support Technician	3.00	3.00
IT Support Technician Lead	1.00	1.00
IT Support Technician NPP20	1.00	1.00
Lifeguard	0.00	5.00
Management Analyst	2.00	2.00
Manager Infrastructure & Operations	1.00	1.00
Manager, Athletics & Aquatics	1.00	1.00
Manager, Budget & Analysis	1.00	1.00
Manager, Child Development	1.00	1.00
Manager, Community Outreach, Equity & Inclusion	1.00	1.00
Manager, Forestry	1.00	1.00

**Personnel Summary (Continued)**

<b>Full-Time Position Title</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
Manager, Golf Course	5.00	5.00
Manager, Park Operations	5.00	5.00
Manager, Park Operations NPP20	1.00	1.00
Manager, Permits	1.00	1.00
Manager, Recreation Service Area	5.00	5.00
Manager, Trades	0.00	0.75
Manager, Trades NPP20	1.00	0.25
Mobile Equipment Operator	26.00	26.00
Mobile Equipment Operator NPP20	3.00	3.00
Natural Resources Coordinator	1.00	1.00
Natural Resources Position	0.00	1.00
Naturalist	1.00	1.00
Naturalist Programs Coordinator	1.00	1.00
Occupational Health & Safety Consultant	1.00	1.00
Painter	3.00	3.00
Park Board Commissioners	9.00	9.00
Park Patrol Agent	2.00	2.00
Parking Coordinator	0.00	1.00
Parkkeeper	97.00	98.00
Parkkeeper Crew leader	18.00	18.00
Parkkeeper NPP20	4.00	4.00
Parkkeeper Trainee NPP20	10.00	10.00
Pipefitter	1.00	1.00
Plumber	3.00	3.00
Plumber NPP20	2.00	2.00
Police Lieutenant, Parks	2.00	2.00
Police Officer, Parks	25.00	24.00
Police Sergeant, Parks	7.00	8.00
Project Designer	1.00	1.00
Project Designer NPP20	1.00	1.00
Project Planner	1.00	1.00
Project Planner NPP20	1.00	1.00
Real Property Administrator	1.00	1.00
Recreation Administration Coordinator	1.00	1.00
Recreation Plus Supervisor	1.00	1.00
Recreation Specialists	46.00	46.00
Recreation Volunteer Coordinator	1.00	1.00

**Personnel Summary (Continued)**

<b>Full-Time Position Title</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
Refuse & Recycling Crew Leader (MEO)	1.00	1.00
Rehab Project Manager NPP20	1.00	1.00
Senior Financial Analyst	1.00	1.00
Senior Human Resources Consultant	2.00	2.00
Senior Planner	2.00	2.00
Social Media & Marketing Consultant	1.00	1.00
Storekeeper I	2.00	2.00
Superintendent of Parks	1.00	1.00
Sustainable Forestry Coordinator	1.00	1.00
Teen Teamworks Program Coordinator	1.00	1.00
Therapeutic Recreation	1.00	1.00
Training & Professional Development Consultant	1.00	1.00
Tree Preservation Coordinator	1.00	1.00
Water Resources Supervisor	1.00	1.00
Water Resources Technician	2.00	2.00
Web & Interactive Media Administrator	1.00	1.00
Web Content Producer	1.00	1.00
Youth Development Supervisor	2.00	2.00
Youth Engagement Position	0.00	1.00
Youth Program Specialist	10.00	10.00
Youth Violence Prevention	1.00	1.00
<b>Total Full Time</b>	<b>558.45</b>	<b>569.45</b>

**Personnel Summary (Continued)**

<b>Part-Time Position Title</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
Admin Support/Intern - Graphic Designer	0.40	0.40
Admin Support/Intern - Photojournalist	0.40	0.40
Admin Support/Intern - Web Technician	0.80	0.80
Administrative Assistant	0.50	0.50
Administrative Position NPP20	0.00	0.50
Aquatics Attendant	3.96	4.96
Aquatics Instructor	0.80	1.80
Child Care Worker	7.73	6.75
Clerk Typist I	0.35	0.35
Communications Assistant	0.40	0.40
Environmental Specialist A	13.19	13.46
Environmental Specialist B	2.27	2.97
Environmental Specialist C	0.25	0.25
Golf, Aquatic and Ice Attendant	35.56	35.56
Lifeguard I, Class A	20.65	21.57
Lifeguard II, Class C	0.30	0.30
Marketing Assistant	0.30	0.30
Park Patrol Agent, Seasonal	11.48	11.48
Parking Coordinator	0.75	0.00
Police Officer, Parks - Part-Time	0.00	1.33
Program Aide I	0.60	0.60
Program Aide II	0.50	0.50
Recreation Attendant I	6.32	0.00
Recreation Attendant II	21.13	0.00
Recreation Specialist A	20.45	44.81
Recreation Specialist B	67.01	77.37
Recreation Specialist C	34.10	41.15
Recreation Specialist D	3.03	5.55
Recreation Specialist E	0.08	0.21
Seasonal Gardener	1.70	1.95
Seasonal Management Intern NPP20	0.75	0.75
Seasonal Mobile Equipment Operator	9.68	9.68
Seasonal Mobile Equipment Operator NPP20	2.00	2.00
Seasonal Park Maintenance Worker	53.20	53.64
Seasonal Park Maintenance Worker NPP20	3.25	3.25
Seasonal Visitor Counters	1.00	1.00

**Personnel Summary (Continued)**

<b>Part-Time Position Title</b>	<b>2017 Approved</b>	<b>2018 Approved</b>
Special Service Attendant	6.16	7.12
Trades	2.02	1.93
Trades -Apprentice	0.50	0.50
Trades NPP20	4.00	4.00
Urban Scholar	0.40	0.55
Water Quality Support	1.66	1.66
Youth Worker	26.28	25.16
<b>Total Part Time</b>	<b>365.91</b>	<b>387.46</b>



# MPRB 2018 Fee Schedule

## Events Permits and Fees

Description	2017 Fee	2018 Fee	Increase
Artist Booth Fee	\$60	\$60	\$0
Attendant Fee	\$20 per hour	\$20 per hour	\$0
Administrative Sport Fee	\$25 per day	\$25 per day	\$0
Bandstand Rental - Father Hennepin Bluffs	\$325 / 3hours	\$325 / 3hours	\$0
Bandstand Rental - Powderhorn Stage	\$325 / 3hours	\$325 / 3hours	\$0
Bandstand Rental - Loring Performance	\$325 / 3hours	\$325 / 3hours	\$0
Bandstand Rental - Minnehaha Bandstand	\$325 / 3hours	\$325 / 3hours	\$0
Bandstand Rental - Lake Harriet Bandshell	\$325 / hour	\$325 / hour	\$0
Barricade Rental	\$10 / each	\$10 / each	\$0
Cone Rental	\$1.00 / each	\$1.00 / each	\$0
Vendor - Donation / Income	10 - 20%	10 - 20%	\$0
Participation Fee-Non-exclusive Path Fee - Non-Profit	\$1,000 / section of pkwy (limit 750 participants)	\$1,000 / section of pkwy (limit 750 participants)	\$0
Participation Fee-Exclusive pkwy fee, pledge walks	\$2 / person per section	\$2 / person per section	\$0
Participation Fee-Races with entry fee	\$5 / person per 1 section	\$5 / person per 1 section	\$0
Participation Fee-Races with entry fee	\$3 / person per 2 sections	\$3 / person per 2 sections	\$0
Participation Fee-Races with entry fee	\$2/person per 3+ sections	\$2/person per 3+ sections	\$0
Police Staff-Supervisor	\$75	\$75	\$0
Police Staff-Officer	\$65	\$65	\$0
Police Staff-Agent	\$40	\$40	\$0
Sampling Fee during events	\$2,000 / unit	\$2,000 / unit	\$0
Event Coordinator	\$50 per hour	\$50 per hour	\$0
Display Vehicles	\$1,000 / vehicle	\$1,000 / vehicle	\$0
Promotional, Commercial, < 25% Private Use	\$15,000, \$10,000 \$5,000	\$15,000, \$10,000 \$5,000	\$0
Promotional, Commercial, 26 - 50% Private Use	\$30,000, \$20,000, \$10,000	\$30,000, \$20,000, \$10,000	\$0
Promotional, Commercial, > 50% Private Use	\$40,000, \$30,000, \$10,000	\$40,000, \$30,000, \$10,000	\$0
General Event (open to public)	\$2,500	\$2,500	\$0
Stage	\$500	\$500	\$0
Amplified Sound	\$150	\$150	\$0
Electrical Usage Small Unit - Loring Park		\$100	\$100
Electrical Usage Large Unit - Loring Park		\$1,000	\$1,000
Concerts in the park	% of gate plus usage fees	% of gate plus usage fees	\$0
Usage Fee - 18-48 hours	\$7,000, \$5,000, \$3,000	\$7,000, \$5,000, \$3,000	\$0
Usage Fee - 49-96 hours	\$14,000, \$10,000, \$6,000	\$14,000, \$10,000, \$6,000	\$0
Usage Fee - 97-168 hours	\$28,000, \$20,000, \$12,000	\$28,000, \$20,000, \$12,000	\$0
Usage Fee - 169 or more hours	priced by negotiation	priced by negotiation	\$0



**Events Permits and Fees (continued)**

Description	2017 Fee	2018 Fee	Increase
Cowles Conservatory - Exclusive Use	\$1,000	\$1,000	\$0
Grounds Damage Deposit	\$500	\$500	\$0
Meter Hooding	\$18-\$45/Day/Space	\$18-\$45/Day/Space	\$0
Special Services Permit Administrative Charge	\$75	\$75	\$0
Police Administrative Fee	\$60	\$60	\$0
Squad Car - Motorcycle	\$25 / hour	\$25 / hour	\$0
Tent Rental Fee - 100 - 500 sq ft	\$75	\$75	\$0
Tent Rental Fee - 501 - 1000 sq ft	\$250	\$250	\$0
Tent Rental Fee - 1001 - 2000 sq ft	\$600	\$600	\$0
Tent Rental Fee - 2001 - 5000 sq ft	\$1,200	\$1,200	\$0
Tent Rental Fee - 5001 - 10000 sq ft	\$5,300	\$5,300	\$0
Tent Rental Fee - 10001 - > sq ft	\$10,500	\$10,500	\$0

**Sailboat Buoy & Canoe Rack Rental**

Description	2017 Fee	2018 Fee	Increase
Sailboat Buoy Rental - Resident	\$450	\$450	\$0
Sailboat Buoy Rental - Non-Resident	\$550	\$550	\$0
Canoe Rack Rental - Resident Seasonal	\$160	\$160	\$0
Canoe Rack Rental - Non-Resident Seasonal	\$210	\$210	\$0
Canoe Rack Rental - Resident Annual	\$210	\$210	\$0
Canoe Rack Rental - Non-Resident Annual	\$260	\$260	\$0

**Parking Permit/Meter Fees**

Description	2017 Fee	2018 Fee	Increase
Annual Parking Pass - 1st vehicle	\$35	\$35	\$0
Annual Parking Pass - Additional vehicle	\$20	\$20	\$0
Annual Parking Pass - Senior Rate - 1st vehicle	\$30	\$30	\$0
Annual Parking Pass - Senior Rate - Additional vehicle	\$15	\$15	\$0
Annual Parking Pass - Replacement	\$20	\$20	\$0
Annual Parking Pass - Senior Replacement	\$15	\$15	\$0
Daily Parking - Regional	\$4	\$4	\$0
Daily Parking - East River Flats	\$7.00	\$8.00	\$1.00
Daily Parking - Parade	\$4.50	\$4.50	\$0
Contract Parking - Parade	\$45	\$45	\$0
Contract Parking - Fuji Ya	\$60	\$60	\$0
Contract Parking – East River Flats and Bohemian Flats	\$60	\$60	\$0
Event Parking	\$4 - \$25	\$4 - \$25	\$0



## Parking Permit/Meter Fees (continued)

Description	2017 Fee	2018 Fee	Increase
Boom Island	\$1.00/Hour	\$1.00/Hour	\$0
Eloise Butler	\$1.00/Hour	\$1.00/Hour	\$0
Lake Calhoun - Main (North Beach)	\$1.00/Hour	\$1.00/Hour	\$0
Lake Calhoun - Thomas Beach	\$1.00/Hour	\$1.00/Hour	\$0
Lake Calhoun - Richfield Rd	\$1.00/Hour	\$1.00/Hour	\$0
Lake Calhoun - 36th Street	\$1.00/Hour	\$1.00/Hour	\$0
Lake Harriet - Main	\$1.00/Hour	\$1.00/Hour	\$0
Lake Harriet - Overflow (Boat Launch)	\$1.00/Hour	\$1.00/Hour	\$0
Lake Harriet - Rose Garden	\$1.00/Hour	\$1.00/Hour	\$0
Lake Nokomis - Main	\$1.00/Hour	\$1.00/Hour	\$0
Minnehaha Park - Main	\$1.00/Hour	\$1.00 - \$1.50/Hour	\$0.50
Minnehaha Park - Stevens House	\$1.00/Hour	\$1.00 - \$1.50/Hour	\$0.50
Minnehaha Park - 5201 and 5235 S Minnehaha Dr	\$1.00/Hour	\$1.00 - \$1.50/Hour	\$0.50
Minnehaha Park - 46th Ave (Godfrey Pkwy)	\$1.00/Hour	\$1.00 - \$1.50/Hour	\$0.50
Minnehaha Park - Dog Park	\$1.00/Hour	\$1.00 - \$1.50/Hour	\$0.50
East River Flats	\$1.50/Hour	\$2.00/Hour	\$0.50
Bohemian Flats	\$1.00/Hour	\$1.00/Hour	\$0
Mill Ruins (WRR and Portland)	\$1.00/Hour	\$1.00/Hour	\$0
Nicollet Island Pavilion	\$1.00/Hour	\$1.00/Hour	\$0
Nicollet Island Pavilion - Overflow Lot	\$1.00/Hour	\$1.00/Hour	\$0
Main Street	\$1.25/Hour	\$1.25/Hour	\$0
East River Road - Oak Street to Fulton	\$1.50/Hour	\$1.50/Hour	\$0
East River Road - Hospital Frontage	\$2.00/Hour	\$2.00/Hour	\$0
East River Road - Washington Ave Bridge to Arlington	\$2.50/Hour	\$2.50/Hour	\$0
West River Parkway - Guthrie	\$1.00/Hour	\$1.00/Hour	\$0
Minnehaha Park Drive South - South of Dog Park	\$1.00/Hour	\$1.00/Hour	\$0
South Minnehaha Drive - Dog Park North to Turnabout	\$1.00/Hour	\$1.00/Hour	\$0
Cedar Lake @ 21st Street	\$1.00/Hour	\$1.00/Hour	\$0
Cedar Lake @ 25th Street	\$1.00/Hour	\$1.00/Hour	\$0
Lake Calhoun @ 36th St	\$1.00/Hour	\$1.00/Hour	\$0
Minnehaha Park - North (Godfrey Pkwy)	\$1.00/Hour	\$1.00/Hour	\$0
Wirth Quaking Bog	\$1.00/Hour	\$1.00/Hour	\$0
East River Road - 94 to Oak Street	\$1.00/Hour	\$1.00/Hour	\$0
WRR Parking Bays (No 4th Av to So 4th St)	\$1.00/Hour	\$1.00/Hour	\$0
Dean Pkwy	\$1.00/Hour	\$1.00/Hour	\$0
Theodore Wirth Regional Park Trailhead	\$0	\$1.00/Hour	\$1



**Parkway Use Fees**

Description	2017 Fee	2018 Fee	Increase
Bus on Parkway - Daily	\$50-100	\$50-100	\$0
Limousine / Carriage - Daily	\$50-100	\$50-100	\$0
Dumpster on Parkway - Weekly	\$50	\$50	\$0
Truck on Parkway - Daily	\$50	\$50	\$0

**Facilities Use Fees**

Description	2017 Fee	2018 Fee	Increase
Inflatable Permit	\$50	\$50	\$0
Additional Amenities	\$50	\$50	\$0
Small Facilities Use - Event	\$50	\$50	\$0

**Off-Leash Permit Fees**

Description	2017 Fee	2018 Fee	Increase
Off Leash Dog Permit - Resident	\$35	\$35	\$0
Off Leash Dog Permit - Resident additional	\$25	\$25	\$0
Off Leash Dog Permit - Non-Resident	\$60	\$60	\$0
Off Leash Dog Permit - Non-Resident additional	\$35	\$35	\$0
Off Leash Dog Permit - Daily	\$5	\$5	\$0

**Aquatics Fees**

Description	2017 Fee	2018 Fee	Increase
Jim Lupient Water Park - daily pass	\$5 over 42" & \$3 under 42"	\$5 over 42" & \$3 under 42"	\$0
Jim Lupient Water Park - season pass, individual	\$50	\$50	\$0
Jim Lupient Water Park - season pass, dual	\$80	\$80	\$0
Jim Lupient Water Park - season pass, additional	\$25	\$25	\$0
Swim Lessons - Resident	\$55	\$55	\$0
Swim Lessons - Non-Resident	\$65	\$65	\$0
Open Swim Seasonal Fee	\$35	\$40	\$5
Open Swim Seasonal Fee - Non- Resident	\$50	\$55	\$5
Open Swim One-Time Fee	\$10	\$10	\$0
Open Swim Event Fee - Seasonal Member	\$40	\$40	\$0
Open Swim Event Fee - Non-Member	\$55	\$55	\$0
Sailing Youth	\$125/\$135	\$125/\$135	\$0
Sailing Adult	\$155/\$175	\$155/\$175	\$0
Log Rolling Youth	\$30/\$45	\$30/\$45	\$0
Log Rolling Adult	\$30/\$45	\$30/\$45	\$0



**Aquatics Fees (continued)**

Description	2017 Fee	2018 Fee	Increase
<b>Phillips Aquatic Center</b>			
Daily pass		\$5	
Community School Year Swim Membership (Phillips Neighborhood)		\$30/month, \$250/season	
Community Summer Pool Membership (Phillips Community)		\$15/month, \$45/season	
School Year Swim Membership		\$45/month, \$390/season	
Summer Swim Membership		\$30/month, \$90/season	
Community School Year Swim & Fitness Membership (Phillips Community)		\$42/month, \$360/season	
Community Summer Swim & Fitness Membership (Phillips Community)		\$30/month, \$90/season	
School Year Swim and Fitness Membership		\$57/month, \$500/season	
Summer Swim and Fitness Membership		\$45/month, \$135/season	
Main Pool Event Rental (exclusive use)		\$75/hr	
Small Pool Event Rental (exclusive use)		\$75/hr	
Lifeguard Service Fee		\$18/hr	
Equipment Tech Fee		\$20/hr	
Timing System Operator Fee		\$20/hr	
Hi-Tek Operator Fee		\$20/hr	
Custodial Services Fee		\$75/hr	
Party/Group Rental (not exclusive) - 1 to 50		\$150/hr	
Party/Group Rental (not exclusive) - 51 to 100		\$200/hr	
Party/Group Rental (not exclusive) - 101 to 150		\$250/hr	

**Ice Arenas**

Description	2017 Fee	2018 Fee	Increase
Prime Time Ice Rental - Hourly	\$200	\$200	\$0
Non Prime Time Ice Rental - Hourly	\$170	\$170	\$0
Open Skating - Adults	\$3	\$3	\$0
Open Skating - Juniors & Seniors	\$3	\$3	\$0
Pros Ice - Hourly	\$10	\$10	\$0
Skate Rental	\$2	\$2	\$0
Skate Sharpening	\$5	\$5	\$0



**18 Hole Golf Courses - Rates do not include sales tax**

Description	2017 Fee	2018 Fee	Increase
Golf League Registration Fee	\$70.00	\$70.00	\$0.00
MGA Handicap Service	\$30.00	\$30.00	\$0.00
Patron Card - Adult Resident	\$60.00	\$60.00	\$0.00
Patron Card - Adult Non-Resident	\$90.00	\$90.00	\$0.00
Patron Card - Senior Resident	\$45.00	\$45.00	\$0.00
Patron Card - Senior Non-Resident	\$75.00	\$75.00	\$0.00
Family All Course Season Pass	\$3,000.00	\$3,000.00	\$0.00
Adult All Course Season Pass	\$1,365.00	\$1,365.00	\$0.00
Senior All Course Season Pass	\$1,225.00	\$1,225.00	\$0.00
Senior All Course M-F Only	\$930.00	\$930.00	\$0.00
Junior All Course Season Pass	\$295.00	\$295.00	\$0.00
Monthly All Course Pass	\$295.00	\$295.00	\$0.00
10 Round All Course Value Card	\$265.00	\$265.00	\$0.00
Adult One Course Season Pass	\$1,025.00	\$1,025.00	\$0.00
Senior One Course Season Pass	\$920.00	\$920.00	\$0.00
Senior One Course M-F Only	\$700.00	\$700.00	\$0.00
Private Cart - Season Pass	\$365.00	\$365.00	\$0.00
Locker Rentals - Season	\$30.00	\$30.00	\$0.00

**Columbia 18 Hole Golf Course - Rates do not include sales tax**

Description	2017 Fee	2018 Fee	Increase
18 Hole Weekday	\$30.00	\$31.00	\$1.00
18 Hole Weekend	\$34.00	\$35.00	\$1.00
18 Hole Weekday Patron	\$22.00	\$22.00	\$0.00
18 Hole Weekend Patron	\$26.00	\$26.00	\$0.00
18 Hole Senior (Monday - Friday)	\$26.00	\$29.00	\$3.00
18 Hole Senior Patron (Monday - Friday)	\$22.00	\$22.00	\$0.00
9 Holes (Weekdays and Weekends after 12:00)	\$19.00	\$20.00	\$1.00
9 Holes Patron	\$17.00	\$17.00	\$0.00
Twilight (after 4:00)	\$22.00	\$23.00	\$1.00
Evening (after 6:00)	\$17.00	\$16.00	(\$1.00)
9 & 18 Hole Junior Rate	\$16.00	\$16.00	\$0.00
First Tee rate	\$10.00	\$10.00	\$0.00
18 Hole FootGolf	\$19.00	\$20.00	\$1.00
18 Hole FootGolf Junior/Senior	\$16.00	\$16.00	\$0.00
18 Hole Riding Carts	\$16.00	\$17.00	\$1.00
9 Hole Riding Carts	\$10.00	\$11.00	\$1.00
Pull Carts	\$5.00	\$5.00	\$0.00
Club Rental	\$12.50	\$12.50	\$0.00



**Gross 18 Hole Golf Course - Rates do not include sales tax**

Description	2017 Fee	2018 Fee	Increase
18 Hole Weekday	\$32.00	\$34.00	\$2.00
18 Hole Weekend	\$36.00	\$38.00	\$2.00
18 Hole Weekday Patron	\$24.00	\$24.00	\$0.00
18 Hole Weekend Patron	\$28.00	\$28.00	\$0.00
18 Hole Senior (Monday - Friday)	\$26.00	\$26.00	\$0.00
18 Hole Senior Patron (Monday - Friday)	\$22.00	\$22.00	\$0.00
9 Holes (Weekdays and Weekends after 2:00)	\$19.00	\$20.00	\$1.00
9 Hole Patron	\$17.00	\$17.00	\$0.00
Twilight (after 4:00)	\$22.00	\$24.00	\$2.00
Evening (after 6:00)	\$18.00	\$16.00	(\$2.00)
18 Hole Junior Rate	\$20.00	\$20.00	\$0.00
First Tee rate	\$10.00	\$10.00	\$0.00
18 Hole Riding Carts	\$16.00	\$17.00	\$1.00
9 Hole Riding Carts	\$10.00	\$11.00	\$1.00
Pull Carts	\$5.00	\$6.00	\$1.00
Club Rental	\$12.50	\$14.00	\$1.50
Premium Club Rental	\$25.00	\$25.00	\$0.00

**Hiawatha Golf Course - Rates do not include sales tax**

Description	2017 Fee	2018 Fee	Increase
18 Hole Weekday	\$26.00	\$28.00	\$2.00
18 Hole Weekend	\$26.00	\$28.00	\$2.00
18 Hole Weekday Patron	\$18.00	\$20.00	\$2.00
18 Hole Weekend Patron	\$18.00	\$20.00	\$2.00
18 Hole Senior (Monday - Friday)	\$22.00	\$24.00	\$2.00
18 Hole Senior Patron (Monday - Friday)	\$18.00	\$20.00	\$2.00
9 Hole	\$16.00	\$17.00	\$1.00
9 Hole SR	\$15.00	\$16.00	\$1.00
9 Hole JR	\$10.00	\$12.00	\$2.00
9 Hole Patron	\$14.00	\$15.00	\$1.00
Patron Continuation	\$6.00	\$7.00	\$1.00
Regular Continuation	\$8.00	\$9.00	\$1.00
Twilight (After 4:00pm) Rate	\$14.00	\$17.00	\$3.00
Evening Rate (after 6:00pm)	\$12.00	\$15.00	\$3.00
First Tee Rate	\$10.00	\$10.00	\$0.00
FootGolf 18	\$16.00	\$17.00	\$1.00
FootGolf 18 Sr/Jr	\$12.00	\$12.00	\$0.00
Club Rental	\$12.50	\$12.50	\$0.00
18 Hole Riding Carts	\$16.00	\$17.00	\$1.00
9 Hole Riding Carts	\$9.50	\$11.00	\$1.50
Pull Carts	\$5.00	\$5.00	\$0.00



**Meadowbrook 18 Hole Golf Course - Rates do not include sales tax**

Description	2017 Fee	2018 Fee	Increase
18 Hole Weekday	\$32.00	\$34.00	\$2.00
18 Hole Weekend	\$36.00	\$38.00	\$2.00
18 Hole Weekday Patron	\$24.00	\$24.00	\$0.00
18 Hole Weekend Patron	\$28.00	\$28.00	\$0.00
18 Hole Senior (Monday - Friday)	\$26.00	\$26.00	\$0.00
18 Hole Senior Patron (Monday - Friday)	\$22.00	\$22.00	\$0.00
9 Holes (Weekdays and Weekends after 2:00)	\$19.00	\$20.00	\$1.00
9 Hole Patron	\$17.00	\$17.00	\$0.00
Twilight (after 4:00)	\$22.00	\$22.00	\$0.00
Evening (after 6:00)	\$18.00	\$18.00	\$0.00
18 Hole Junior Rate	\$20.00	\$20.00	\$0.00
First Tee rate	\$10.00	\$10.00	\$0.00
18 Hole Riding Carts	\$16.00	\$17.00	\$1.00
9 Hole Riding Carts	\$10.00	\$11.00	\$1.00
Pull Carts	\$5.00	\$5.00	\$0.00

**Wirth 18 Hole Course - Rates do not include sales tax**

Description	2017 Fee	2018 Fee	Increase
18 Hole Weekday	\$23.00	\$28.00	\$5.00
18 Hole Weekend	\$28.00	\$33.00	\$5.00
18 Hole Weekday Patron	\$18.00	\$21.00	\$3.00
18 Hole Weekend Patron	\$21.00	\$25.00	\$4.00
18 Hole Senior (Monday - Friday)	\$21.00	\$25.00	\$4.00
18 Hole Senior Patron (Monday - Friday)	\$14.00	\$19.00	\$5.00
9 Holes (Weekdays and Weekends after 12:00)	\$19.00	\$20.00	\$1.00
Twilight (after 4:00)	\$20.00	\$22.00	\$2.00
Evening (after 6:00)	\$16.00	\$16.00	\$0.00
18 Hole Junior Rate	\$13.00	\$13.00	\$0.00
First Tee rate	\$10.00	\$10.00	\$0.00
Frisbee Golf	\$4.00	\$7.00	\$3.00
18 Hole Riding Carts	\$16.00	\$17.00	\$1.00
9 Hole Riding Carts	\$10.00	\$11.00	\$1.00
Pull Carts	\$5.00	\$5.00	\$0.00
Club Rental	\$12.00	\$12.00	\$0.00



**Ft. Snelling 9 Hole Course - Rates do not include sales tax**

Description	2017 Fee	2018 Fee	Increase
9 Hole	\$17.00	\$17.00	\$0.00
9 Hole SR	\$14.00	\$14.00	\$0.00
9 Hole JR	\$11.00	\$11.00	\$0.00
9 Hole Military	\$14.00	\$14.00	\$0.00
Continuation	\$9.00	\$9.00	\$0.00
Evening (After 6:00pm)	\$14.00	\$14.00	\$0.00
Disc Golf	\$6.00	\$6.00	\$0.00
Disc Golf SR/JR	\$3.00	\$3.00	\$0.00
10 Round Ticket	\$145.00	\$150.00	\$5.00
First Tee Rate	\$5.00	\$5.00	\$0.00
Club Rental	\$6.00	\$6.50	\$0.50
Riding Carts	\$9.00	\$10.00	\$1.00
Riding Cart Continuation	\$6.00	\$6.50	\$0.50
Pull Carts	\$5.00	\$5.00	\$0.00

**Wirth 9 Hole Par 3 Course - Rates do not include sales tax**

Description	2017 Fee	2018 Fee	Increase
9 Holes	\$11.00	\$13.00	\$2.00
Sr./Jr.	\$9.50	\$10.50	\$1.00
Continuation	\$8.00	\$9.00	\$1.00
First Tee rate	\$5.00	\$5.00	\$0.00
Disc Golf	\$6.00	\$6.00	\$0.00
Disc Golf SR/JR	\$3.00	\$3.00	\$0.00
10 Round Ticket	\$100.00	\$105.00	\$5.00
Riding Carts	\$7.00	\$7.00	\$0.00
Pull Carts	\$4.00	\$4.00	\$0.00

**First Tee Learning Centers - Rates include sales tax**

Description	2017 Fee	2018 Fee	Increase
<b>Columbia</b>			
Range Token - 40 balls	\$6	\$6	\$0
<b>Gross</b>			
Range Token - 20 balls	\$2.25	\$2.25	\$0
<b>Hiawatha</b>			
Range Token - 25 balls	\$3	\$3	\$0
10 Token E-Key - 250 Balls	\$25	\$25	\$0



**Adult Sports**

Description	2017 Fee	2018 Fee	Increase
Basketball - Men's Winter & Spring	\$600	\$600	\$0
Basketball - Women's Winter & Spring	\$600	\$600	\$0
Broomball - #1, #2, #3	\$400	\$400	\$0
Dodgeball	\$145	\$145	\$0
Football - Co-Rec Flag	\$455	\$455	\$0
Football - Men's Touch	\$590	\$590	\$0
Football - Women's Flag	\$455	\$455	\$0
Kickball	\$400	\$400	\$0
Kickball - Adaptive Co-Rec	\$100	\$100	\$0
Kickball - Co-Rec	\$300	\$300	\$0
Pond Hockey	\$265	\$265	\$0
Soccer - 11x11	\$985	\$985	\$0
Soccer - 11x11	\$905	\$905	\$0
Soccer - 6x6	\$655	\$655	\$0
Soccer - 6x6	\$600	\$600	\$0
Soccer Indoor - 6x6	\$735	\$735	\$0
Softball - Adaptive	\$115	\$115	\$0
Softball - Session #1 W/Lights	\$410	\$410	\$0
Softball - Session #1 WO/Lights	\$350	\$350	\$0
Softball - Session #2	\$260	\$260	\$0
Softball - Single Games	\$485	\$485	\$0
Softball - 6 week Co-d 5/5/5	\$75	\$75	\$0
Softball - 8 week single games	\$325	\$325	\$0
Softball - 12 week Doubleheaders	\$970	\$970	\$0
Softball - Metro Tournament Men & Co-Ed	\$115	\$115	\$0
Softball - Metro Tournament Women	\$65	\$65	\$0
Softball - Fall 8 week single games	\$330	\$330	\$0
Tennis Lessons - Fall	\$55	\$55	\$0
Tennis Lessons - Summer	\$115	\$115	\$0
Volleyball Fall	\$355	\$355	\$0
Volleyball Winter	\$355	\$355	\$0
Volleyball - Adaptive	\$115	\$115	\$0
Volleyball - G.L.A.S.S.	\$375	\$375	\$0
Volleyball - Sand 2	\$160	\$160	\$0
Volleyball - Sand 4	\$283	\$283	\$0
Volleyball - Sand 6	\$355	\$355	\$0
Sports Official Certification Fee	\$20	\$20	\$0



Field & Court Use

Description	2017 Fee	2018 Fee	Increase
<b>Fields - Football, Soccer, Cricket, Ultimate Frisbee, Rugby, Lacrosse</b>			
Park Board & Minneapolis Public Schools	\$0	\$0	\$0
Mpls residents/Adults & Colleges	\$35/hour	\$35/hour	\$0
Non-Residents/Adults & Commercial Groups	\$45/hour	\$45/hour	\$0
Non-Park Board Youth Teams & Associations	\$10/hour	\$10/hour	\$0
<b>Fields - Baseball, Softball, Rinks - Hockey, Broomball</b>			
Park Board & Minneapolis Public Schools	\$0	\$0	\$0
Mpls residents/Adults & Colleges	\$30/hour	\$30/hour	\$0
Non-Residents/Adults & Commercial Groups	\$45/hour	\$45/hour	\$0
Non-Park Board Youth Teams & Associations	\$10/hour	\$10/hour	\$0
<b>Courts - Volleyball, Tennis, Kato</b>			
Park Board & Minneapolis Public Schools	\$0	\$0	\$0
Mpls residents/Adults & Colleges	\$20/hour	\$20/hour	\$0
Non-Residents/Adults & Commercial Groups	\$25/hour	\$25/hour	\$0
Non-Park Board Youth Teams & Associations	\$10/hour	\$10/hour	\$0
<b>Lights</b>			
Park Board & Minneapolis Public Schools	\$0	\$0	\$0
Mpls residents/Adults & Colleges	\$25/hour	\$25/hour	\$0
Non-Residents/Adults & Commercial Groups	\$30/hour	\$30/hour	\$0
Non-Park Board Youth Teams & Associations	\$0	\$0	\$0
<b>Staffing</b>			
Park Board & Minneapolis Public Schools	\$0	\$0	\$0
Mpls residents/Adults & Colleges	\$15/hour	\$15/hour	\$0
Non-Residents/Adults & Commercial Groups	\$15/hour	\$15/hour	\$0
Non-Park Board Youth Teams & Associations	\$15/hour	\$15/hour	\$0
<b>Parade &amp; Neiman Facilities</b>			
Baseball & Softball Fields Youth	\$55/hour	\$55/hour	\$0
Baseball & Softball Fields Adult	\$100/hour	\$100/hour	\$0
Soccer/Football Field Youth	\$70/hour	\$70/hour	\$0
Soccer/Football Field Adult	\$100/hour	\$100/hour	\$0
MPRB Staffing	\$15/hour, 4 hour min.	\$15/hour, 4 hour min.	\$0
Grooming between games	\$50/hour, 4 hour min.	\$50/hour, 4 hour min.	\$0
<b>Van Cleve, Northeast, Pearl, Quilici, Rod Carew &amp; Sid Hartman Fields</b>			
Youth	\$25/hour	\$25/hour	\$0
Adult	\$50/hour	\$50/hour	\$0
<b>DeLasalle High School Field</b>			
Soccer Field/Football Field	\$70/hour Youth Only	\$70/hour Youth Only	\$0



**Field & Court Use (continued)**

Description	2017 Fee	2018 Fee	Increase
<b>Elliot Soccer Field</b>			
Youth	\$70/hour	\$70/hour	\$0
Adult	\$100/hour	\$100/hour	\$0

**Recreation Center Fees**

**Rec Plus - school aged child care**

Rec Plus School Year	2017 2018 School Year	2018 2019 School Year	Increase
School Year AM 7-8:40	\$7.60/day	\$7.60/day	\$0
School Year AM 7-9:40	\$10.20/day	\$10.20/day	\$0
School Year PM 2-6	\$15.50/day	\$16.50/day	\$1
School Year PM 3:10-6	\$10.90/day	\$11.35/day	\$0.45
School Release Days	\$40/day	\$40/day	\$0
<b>Rec Plus Summer</b>	<b>2017 Summer</b>	<b>2018 Summer</b>	
Summer	\$40/day	\$40/day	\$0

**Recreation Center Facility Use**

Description	2017 Fee	2018 Fee	Increase
Gym (standard)	\$40	\$40	\$0
Gym (large)	\$75	\$75	\$0
Meeting Room (small)	\$15	\$15	\$0
Multi-Purpose Room (large)	\$25	\$25	\$0
Kitchen (standard)	\$15	\$15	\$0
Patio	Variable	\$25/4 hours	
Administrative Fee	\$25	\$25	\$0

**Recreation Center Programs (including youth sports)**

Description	2017 Fee	2018 Fee	Increase
Youth Programming & Sports*	\$0 - \$400	\$0 - \$400	\$0
Adult Programming	\$0 - \$420	\$0 - \$420	\$0
Sports Official Certification Fee	\$20	\$20	\$0
Outside Agency & Activity Council Participant Fee	\$5	\$5	\$0

ActiveNet allows for flexible registration payments and fee waivers are available.

Average fee for program in 2017 is \$25.00

\*Each park and sports/activity council charges different fees based on the type of program (e.g. football and hockey are most expensive due to equipment) and demand for the program (the goal is to have everyone participating). Fees are expected to cover the program costs for uniforms, program supplies, equipment, and in some cases a teacher/coach stipend or council staff salary. All parks and councils offer fee waivers to families who cannot afford to pay the fee.

Offered by: *Annie Long*  
Seconded by: *Scott Vreckel*

**Resolution 2017-380**

**Resolution to Set the 2018 Tax Levy for the Minneapolis Park and Recreation Board**

Whereas, The Minneapolis Park and Recreation Board (MPRB) is the steward of the Minneapolis Parks system;

Whereas, The MPRB approves an annual property tax levy within the maximum set by the Board of Estimate and Taxation;

Whereas, This action is aligned with and supports the Board approved MPRB 2007-2020 Comprehensive Plan and the 2014-2018 Strategic Direction and Implementation Plan;

Whereas, The Minneapolis Park and Recreation Board requested the Board of Estimate and Taxation set the maximum certified property tax levy at an increase of 4.1 percent from 2017, to be allocated to the Park and Recreation Levy in the amount of \$60,449,546 and the Tree Preservation and Reforestation Levy in the amount of \$1,752,173;

Whereas, The Board of Estimate and Taxation set the 2018 maximum property tax levy for the Minneapolis Park and Recreation Board at \$62,202,000, a 4.1 percent increase, on September 27, 2017;

Whereas, The Superintendent's Recommended 2018 Budget includes the 2018 Park & Recreation tax levy amount of \$60,450,000, and the 2018 Tree Preservation & Reforestation tax levy amount of \$1,752,000; and

Whereas, The Commissioners have considered and provided input into the 2018 property tax levy and received public comment on said levy;

RESOLVED, That the Commissioners of the Minneapolis Park and Recreation Board certify and levy the following amount upon all the taxable property of the City of Minneapolis, for the year 2018:

**CERTIFIED LEVY AMOUNT**

Park and Recreation                      \$60,450,000

Tree Preservation & Reforestation      \$1,752,000; and

RESOLVED, That the President of the Board and Secretary to the Board are authorized to take all necessary administrative actions to implement this resolution.

Commissioner	Aye	Nay	Abstain	Absent
Bourn	+			
Erwin	+			
Forney	+			
Musich	+			
Olson	+			
Tabb	+			
Vreeland	+			
Wielinski	+			
Young	+			

Adopted by the Minneapolis Park and Recreation Board  
 In formal meeting assembled on December 6, 2017

  
 Anita Tabb, President

  
 Jennifer B. Ringold, Secretary

Approved:   
 Betsy Hodges, Mayor

Offered by: *Annie Yarn*  
 Seconded by: *Scott Vreeland*

**Resolution 2017-381**

**Resolution Adopting the 2018 Minneapolis Park and Recreation Board Budget**

Whereas, The Minneapolis Park and Recreation Board (MPRB) is the steward of Minneapolis Parks system;

Whereas, The Board of Commissioners adopts the Minneapolis Park and Recreation Board’s annual budget;

Whereas, This annual budget is aligned with and supports the Board approved MPRB 2007-2020 Comprehensive Plan and the 2014-2018 Strategic Direction and Implementation Plan; and

Whereas, The Board of Commissioners have considered and provided input into the Superintendent’s Recommended 2018 Budget and received public comment on said budget;

RESOLVED, That the Board of Commissioners adopt the following and appropriate as the 2018 operating budget for the MPRB:

Governmental Funds

Park and Recreation	\$80,760,661
Tree Preservation & Reforestation	\$1,777,804

Proprietary Funds

Park Enterprise Operations	\$11,235,870
Park Mobile Equipment/Information Technology	\$7,764,623
Park Self-Insurance	\$2,176,361;

RESOLVED, That the Board of Commissioners adopt the Superintendent’s Recommended 2018 Budget with the following amendments;

ACTION to amend the 2018 Enterprise Fund Revenue and Expense Budget by increasing parking lots and meters revenue by \$26,910 and increasing operating expenses by \$46,853 for parking revenue and expenses at the Theodore Wirth Regional Park Trailhead

RESOLVED, That the Board of Commissioners adopt the MPRB 2018 Fee Schedule with the following amendments;

ACTION to amend the MPRB 2018 Fee Schedule by adding a \$1/Hour parking fee at the Theodore Wirth Regional Park Trailhead; and

RESOLVED, That the Board of Commissioners adopt the MPRB 2018 to 2023 Capital Improvement Program as shown in the Capital Project Funds section of the Superintendent's 2018 Recommended Budget with the following amendments;

ACTION to amend the 2018-2023 Capital Improvement Program by modifying the 2018 allocation from Parks and Trails for Above the Falls Regional Park: Hall's Island and the Park on the Scherer Site from \$390,265 to \$373,068; and modifying the 2018 allocation from Parks and Trails for Central Mississippi Riverfront Regional Park: Water Works from \$1,016,390 to \$999,390;

ACTION to amend the 2018-2023 Capital Improvement Program by adding a line and 2018 allocation under Central Mississippi Riverfront Regional Park for Nicollet Island Trails to be funded with \$6,000 from Park Dedication;

ACTION to amend the 2018-2023 Capital Improvement Program by changing the name of the proposed park improvement "North Mississippi Regional Park: Natural Swimming Pool" to "North Mississippi Regional Park: Plan Implementation" and changing the name of the proposed park improvement "Service Centers: North and Northeast Service Centers" to "Service Centers Improvements";

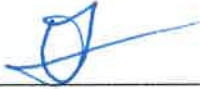
RESOLVED, That should the State Legislature fail to pass a 2018 bonding bill that allows MPRB to fund the Water Works project according to MPRB's current fundraising agreement with the Minneapolis Parks Foundation, MPRB shall amend the 2018 to 2023 Capital Improvement Program to shift \$876,000 in Parks and Trails Legacy Funds from Chain of Lakes Regional Park: Kenilworth Channel to Central Mississippi Riverfront Regional Park: Water Works, and shall shift an equivalent \$876,000 in Metropolitan Council Regional Funds from Central Mississippi Riverfront Regional Park: Water Works to Chain of Lakes Regional Park: Kenilworth Channel; and

RESOLVED, That the President of the Board and Secretary to the Board are authorized to take all necessary administrative actions to implement this resolution.

Commissioner	Aye	Nay	Abstain	Absent
Bourn	Y			
Erwin	Y			
Forney	Y			
Musich	Y			
Olson	Y			
Tabb	Y			
Vreeland	Y			
Wielinski	Y			
Young	Y			

Adopted by the Minneapolis Park and Recreation Board  
In formal meeting assembled on December 6, 2017

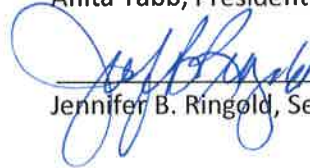
Approved:



\_\_\_\_\_  
Betsy Hodges, Mayor



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Anita Tabb, President



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Jennifer B. Ringold, Secretary

Offered by: *Annie Young*  
Seconded by: *Scott Vreeland*

**Resolution 2017-382**

**Resolution Requesting the Board of Estimate and Taxation to Incur Indebtedness and Issue and Sell City of Minneapolis Bonds in the Amount of \$10,500,000 for Certain Purposes Other Than the Purchase of Public Utilities**

Whereas, The Minneapolis Park & Recreation Board (MPRB) is the steward of Minneapolis parks;

Whereas, This resolution is supported by the MPRB’s Comprehensive Plan 2007 – 2020 Vision Theme 3 Dynamic parks that shape city character and meet diverse community needs;

Whereas, The MPRB adopted the MPRB 2018 Annual Budget and MPRB 2018-2023 Capital Improvement Program by Resolution on December 6, 2017;

Whereas, The MPRB 2018 Annual Budget includes \$10,500,000 to fund 2018 capital and rehabilitation projects and programs for the 20-Year Neighborhood Park Plan; and

Whereas, The City Council of the City of Minneapolis adopted by Resolution on December 6, 2017 a request to the Board of Estimate and Taxation to authorize the City to incur indebtedness and issue and sell City of Minneapolis bonds, in the amount of \$10,500,000, the proceeds of which are to be used as follows:

PK02	Playground and Site Improvements Program 2018	\$ 99,000
PK04	Athletic Fields-Site Improvements Program 2018	\$ 250,000
PRKCP	Neighborhood Parks Capital Infrastructure 2018	\$6,175,000
PRKRP	Neighborhood Parks Rehabilitation Program 2018	\$3,976,000;

RESOLVED, That the Board of Commissioners request that the Board of Estimate and Taxation incur indebtedness and issue and sell City of Minneapolis bonds in the amount of \$10,500,000 for certain purposes other than the purchase of public utilities; and

RESOLVED, That the President of the Board and Secretary to the Board are authorized to take all necessary administrative actions to implement this resolution.

Commissioner	Aye	Nay	Abstain	Absent
Bourn	X			
Erwin	X			
Forney	X			
Musich	X			
Olson	X			
Tabb	X			
Vreeland	X			
Wielinski	X			
Young	X			

Adopted by the Minneapolis Park and Recreation Board  
 In formal meeting assembled on December 6, 2017

Approved:



Betsy Hodges, Mayor



Anita Tabb, President



Jennifer B. Ringold, Secretary

Offered by: *Annie Young*  
Seconded by: *Scott Vreeck*

**Resolution 2017-383**

**Resolution Requesting the Board of Estimate and Taxation to Incur Indebtedness and Issue and Sell City of Minneapolis Bonds in the Amount of \$300,000 the Proceeds of Which Are to be Used for the Disease Tree Removal Program**

Whereas, The Minneapolis Park & Recreation Board (MPRB) is the steward of Minneapolis parks and the urban forest;

Whereas, The Minneapolis Park and Recreation Board has, pursuant to the provisions of Minnesota Statutes, section 18G.13 and section 429.101, subdivisions 1(6), causes certain diseased trees on various private properties be removed;

Whereas, This resolution is supported by the MPRB's Comprehensive Plan 2007 – 2020 Vision Theme 1 Urban forests, natural areas, and waters that endure and captivate;

Whereas, The financing for the diseased tree removal program is authorized by the City Council of the City of Minneapolis through the sale of City bonds and said bonds are repaid through assessments collected in five successive equal annual installments payable in the same manner as real estate taxes;

Whereas, The City Council of the City of Minneapolis adopted the 2018 Annual Budget by resolution on December 6, 2017 which includes the following amount for special assessment bonds for the diseased tree removal program;

PRKDT      Diseased Tree Removal      \$300,000; and

RESOLVED, That the Board of Commissioners request that the Board of Estimate and Taxation incur indebtedness and issue and sell City of Minneapolis bonds in the amount of \$300,000 the proceeds of which are to be used for the diseased tree removal program; and

RESOLVED, That the President of the Board and Secretary to the Board are authorized to take all necessary administrative actions to implement this resolution.

Commissioner	Aye	Nay	Abstain	Absent
Bourn	x			
Erwin	x			
Forney	x			
Musich	x			
Olson	x			
Tabb	x			
Vreeland	x			
Wielinski	x			
Young	x			

Adopted by the Minneapolis Park and Recreation Board  
 In formal meeting assembled on December 6, 2017

Approved:

\_\_\_\_\_  
 Betsy Hodges, Mayor

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 Anita Tabb, President

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 Jennifer B. Ringold, Secretary





## 2017 Department Goals & Performance Measures Report on Fourth Quarter Results

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**Minneapolis Parks and Recreation Board  
2016 Goals & Performance Measures**

<b>Department:</b> Superintendent's Office	Comp Plan Goal:	Board Strategy Framework
<b>Fiscal Year:</b> 2016		
<b>Manager:</b> Jennifer Ringold		

**GOAL:**

Establish an organization-wide performance measure system to allow commissioners, staff and community members to track organizational performance and to assist divisions and departments in strategic planning, budget development and business planning.	Easily accessible information supports enjoyment and use of the park and recreation system	A, B, C, 1, 2, 3, 4
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<b>PERFORMANCE MEASURES:</b>	Target Date	Completion Date	Results
Confirm, modify, as necessary, and finalize recommendations for organization-wide performance measures that were previously identified by a staff team.	1/31/2016	1/31/2016	A performance measurement team reviewed the measures and finalized recommendations on organization-wide performance measures to be used initially by the MPRB.
Gain approval for recommended organization-wide measures from Executive Team.	2/29/2016	2/29/2016	The Executive Team approved 10 initial measures and provided guidance on future organization-wide measures.
Develop a strategy for establishing division and department level performance measures that includes considering information that is already being collected as well as new information that should be collected. The strategy will include a recommended phased approach to implementing performance measure management across the organization.	4/30/2016	4/30/2016	Developed a strategy and schedule for establishing department level performance measures and training materials for department and division heads.
Gain approval for recommended strategy for developing division and department level performance measures from Executive Team.	5/31/2016	5/31/2016	Received approval on the strategy and schedule from the executive team.
Research and identify, in collaboration with Information Technology Services, a software solution that will store and produce reports on the performance measures (including organization-wide, divisional and departmental measures).	6/30/2016	2/15/2017	After reviewing department and organization goals, it was determined that a software solution is not needed at this time. The critical data for annual reporting will be held in an excel sheet.
Begin data collection consistent with the strategy, as measures are developed for each area.	9/30/2016	1/31/2017	Data is being collected or is complete for organization and department measures.
Begin reporting.	12/31/2016		Reporting on organization-wide measures has been delayed, but is in-progress. Expected completion date for reporting is 11/1/2017. Revised completion date for department-level measures, based on preliminary work is 1/30/2018.

**Minneapolis Parks and Recreation Board  
2017 Goals & Benchmarks**

<b>Department:</b> Communications and Marketing				
<b>Fiscal Year:</b> 2017				
<b>Manager:</b> Taylor Cisco and Laney Peterson (ITS)	<b>Date of Last Revision:</b> 12/31/2017	Comp Plan Goal:	Strategic Direction	Racial Equity Action Plan

<b>GOAL:</b>					
Develop and launch a new MPRB intranet that is mobile friendly, easily accessible and features updated design and effective content management and navigation systems to improve internal information sharing and work efficiencies. This new intranet will be accessible by all MPRB staff, both internal and external to the network, and addresses equity for access to MPRB information in a highly secure method.		Easily accessible information supports enjoyment and use of the park and recreation system.	1, 3 & 4		

<b>BENCHMARKS:</b>	Target Date	Completion Date	Results
Establish cross-departmental intranet team. Contract for professional services to build new intranet site.	3/1/2017	3/31/2017	Completed. Cross-departmental intranet team formed. Solicitation for vendor services took longer due to new Target Market Program requirements. A vendor was selected by March 31 and contracts were submitted for processing, so work could begin in April.
Based on employee input and site development needs, determine design direction and site map for new intranet.	5/1/2017	6/30/2017	Completed. Design direction and a site map for the new intranet site was determined by revised target date of 7/1/2017. Ongoing review and modifications will continue throughout site development.
Identify solutions to ensure intranet will be accessible to all MPRB staff, including those who are not assigned a MPRB desktop PC, laptop or mobile phone. Present recommended solution to, and receive feedback from, the Executive Team.	6/1/2017		Research of options underway by IT. Recommended new target date: Jan 15, 2018
Implement and complete intranet production, including configuration of content management system, content migration, new online form development and user testing.	11/15/2017		New recommended target date of Jan 15, 2018 due to technical complexities, changes in staffing, and vendor fulfillment capabilities.
Determine site analytics and performance measurements for 2018. Launch intranet site.	12/1/2017		New recommended target date of Feb 1, 2018 due to technical complexities, changes in staffing, and vendor fulfillment capabilities.
Provide training for staff, including general overview of new site features for all staff as well as launching ongoing session specific to departmental roles and responsibilities for keeping site updated.	12/31/2017		New recommended target date of Feb 28, 2018 due to technical complexities, changes in staffing, and vendor fulfillment capabilities.

**Minneapolis Parks and Recreation Board  
2017 Goals & Benchmarks**

<b>Department:</b> Communications and Marketing	<b>Complete</b> 12/31/2017	Comp Plan Goal:	Strategic Direction	Racial Equity Action Plan
<b>Fiscal Year:</b> 2017				
<b>Manager:</b> Dawn Sommers				

<b>GOAL:</b>				
Develop and implement a plan for posting digitized historic park images on the MPRB website (www.minneapolisparcs.org) to improve public access to the images, provide a visual record of the early history of the park system, and increase appreciation of past and present MPRB programs and facilities. This is a carryover of a 2016 goal; applications for digitization of historic images were submitted to the Minnesota Digital Library in early 2016 but MDL projects are backlogged due to the volume of projects.		Easily accessible information supports enjoyment and use of the park and recreation system	3, 4	

<b>BENCHMARKS:</b>	Target Date	Completion Date	Results
Develop plan for accessing and posting digitized historic park images on MPRB website, and for promoting availability of images.	4/15/2017	4/11/2017	Completed. Work is underway to develop plan for accessing and posting digitized historic park images online.
Implement plan by uploading images and creating communications promoting historic images and early history of the park system.	6/15/2017	6/23/2017	Completed. Online history page expanded to include historic images, online links to MN Digital Library documents and images, and promotion of documents available at Mpls Central Library. Web page and availability of historic MPRB materials was announced through GovDelivery emails, social media, twitter, website promo, and communications to local and state historical organizations.
Monitor and assess June through November website analytics to determine traffic and web usage patterns related to pages featuring historic images and make adjustments as needed.	12/15/2017	12/15/2017	Completed. Review of web page traffic and analytics has been completed, and plans have been made for annual review to ensure info stays fresh and that traffic patterns continue to be reviewed.

**Minneapolis Parks and Recreation Board  
2017 Goals & Benchmarks**

<b>Department:</b>	Park Police	Comp Plan Goal:	Strategic Direction	Racial Equity Action Plan
<b>Fiscal Year:</b>	2017			
<b>Manager:</b>	Jason Ohotto			

<b>GOAL:</b>					
The Park Police Department will develop a body-worn camera (BWC) policy and contract with a vendor for hardware, data storage, and data management services. All sworn/licensed officers, assigned to patrol duties, will have body cameras upon goal completion. BWC program goals include: increased Park Police officer accountability, better evidence and arrests, and a reduction in conduct complaints and applications of force.			Intervention and communication reduce safety concerns	1 & 2	A5

<b>BENCHMARKS:</b>	Target Date	Completion Date	Results
Review best practices and model policies pertaining to body-worn cameras in policing. Conduct public engagement and seek public comment.	5/1/2017	6/20/2017	Completed - a draft BWC policy has been developed and extensive formal public comment (including a public hearing) has been received.
Develop a department policy, based on research, law, and public comment, for body-worn cameras. Once developed, obtain program authorization from the MPRB.	6/1/2017	11/15/2017	Completed - a BWC policy has been approved by the Superintendent and communicated to the Board of Commissioners.
Execute a contract with an appropriate vendor for hardware, data storage, and data management services.	6/30/2017	11/15/2017	Completed - a five year contract for professional services was approved by the Board of Commissioners on November 15, 2017.
Train Park Police sworn/licensed patrol officers on policy and camera operation.	7/31/2017		Ongoing - BWC training is scheduled to begin on December 12, 2017.
Deploy body-worn cameras to all sworn/licensed patrol staff.	8/1/2017		Ongoing - BWC deployment is scheduled to begin on December 12, 2017.
Evaluate impact of body-worn cameras on conduct complaints of sworn/licensed patrol staff.	12/31/2017		Evaluating BWCs has been delayed due to the length of the procurement process. Expected completion date for reporting is 6/30/2018.

**Minneapolis Parks and Recreation Board  
2017 Goals & Benchmarks**

<b>Department:</b> Community Outreach				
<b>Fiscal Year:</b> 2017				
<b>Manager:</b> Athelgra Williams/Radious Guess	<b>Date of Last Revision:</b> 12/31/2017	<b>Comp Plan Goal:</b>	<b>Strategic Direction</b>	<b>Racial Equity Action Plan</b>

<b>GOAL:</b>				
Implement Racial Equity Training for all MPRB staff utilizing train-the-trainer model which will continue to build internal capacity and staff expertise.		Dynamic parks that shape city character and meet diverse community needs	A, B, C & 1	A3

<b>BENCHMARKS:</b>	Target Date	Completion Date	Results
Work with Racial Equity Steering Committee to research racial equity training models (in particular, ones that utilize a train-the-trainer model) in other local jurisdictions. Develop levels of training and goals keeping in mind needs of different departments throughout the organization.	12/31/2016	6/15/2017	The Racial Equity Steering Committee (RESC) identified a train the trainer model through GARE. The contract is in place and the levels will be determined after additional work this year with staff to determine training needs.
Work with consultant to develop training content and structure, including expectations of staff trainers.	3/31/2017	6/30/2017	Key staff have attended a GARE train the trainer into session to better understand the program and the needs of the trainers. This information is being used to help develop a system-wide training model.
Recruit staff trainers as identified in model. Work with consultant to prepare trainers to conduct organization-wide training.	4/30/2017	Ongoing	The development of the staff trainers will be in conjunction with other racial equity work in the organization to ensure alignment, support and efficient training model.
Launch racial equity training for all full-time staff, beginning with supervisory staff. Conduct evaluations of all training sessions. Utilize feedback from sessions for continuous improvement of training series.	6/30/2017		The launch of the training for full time staff will begin after the training of the identified staff are trained. Revised Completion date of 03/31/2018
Complete training for all current full-time staff.	11/30/2017		Revised completion date of 3/31/2019.
Develop system to provide racial equity training (at various levels) for all new staff as part of onboarding process.	12/31/2017		Revised completion date of 6/30/2018.

**Minneapolis Parks and Recreation Board  
2017 Goals & Benchmarks**

<b>Department:</b> Community Outreach					
<b>Fiscal Year:</b> 2017					
<b>Manager:</b> Elise Niedermeier/Radious Guess	<b>Date of Last Revision:</b> 12/31/2017	Comp Plan Goal:	Strategic Direction	Racial Equity Action Plan	

<b>GOAL:</b>					
Complete and begin implementation of Gender Inclusion Policy and Action Plan to ensure that built, programmatic and work space is inclusive to people of all genders.			Dynamic parks that shape city character and meet diverse community needs	A, B, C & 1	

<b>BENCHMARKS:</b>	Target Date	Completion Date	Results
Complete best practices research on Gender Inclusion in both the field of Parks and Recreation and in other public and private entities.	10/31/2016	10/31/2016	Best practices research was completed in Q4 of 2016 with key organizations and models identified for use as guidance.
Identify departments and representatives for gender inclusion policy development and implementation.	12/31/2016	6/19/2017	Department representatives for gender inclusion policy development and implementation were identified through discussion with department directors in Q2 2017.
Develop recommended Gender Inclusion Policy and implementation action plan.	2/28/2017		This measure is being pushed back to Q1 2018 due to changes in departmental capacity and priorities. Anticipated new date for completion of this measure is 3/31/2018.
Present recommended policy to Executive Team for review and comment.	3/31/2017		Anticipated new date for completion of training is 6/30/2018.
Present recommended policy to Board for acceptance.	4/30/2017		This measure is being pushed back to Q2 2018 due to changes in departmental capacity and priorities. Anticipated new date for completion of this measure is 6/30/2018.
Identify training needs by department and conduct all staff training on creating built, programmatic and work space that is inclusive to people of all genders.	8/31/2017		This measure is being pushed back to Q3 2018 due to changes in departmental capacity and priorities. Anticipated new date for completion of this measure is 8/31/2018.
Evaluate training, implement organization-wide evaluation of policy impacts and make necessary changes.	12/31/2017		This measure is being pushed back to Q4 2018 due to changes in departmental capacity and priorities. Anticipated new date for completion of this measure is 12/31/2018.

**Minneapolis Parks and Recreation Board  
2017 Goals & Benchmarks**

<b>Department:</b> Community Outreach			
<b>Fiscal Year:</b> 2017			
<b>Manager:</b> Elise Niedermeier and Erica Chua	<b>Date of Last Revision:</b> 12/31/2017	Comp Plan Goal:	Strategic Direction
			Racial Equity Action Plan

<b>GOAL:</b>			
Develop ADA event guidelines to ensure that events produced by Community Outreach Events are welcoming and accessible to people with disabilities.		Dynamic parks that shape city character and meet diverse community needs	A, B, C & 1

<b>BENCHMARKS:</b>	Target Date	Completion Date	Results
Complete best practices research on accessible events in both the field of Parks and Recreation and event management.	1/31/2017	1/31/2017	Best practices research was completed in Q4 of 2016 with key organizations and models identified for use as guidance in the development of MPBR standards.
Develop draft guidelines.	2/28/2017	5/23/2017	Draft guidelines have been developed and are ready for staff review.
Train events staff on best practices for accessible event guidelines.	3/31/2017	8/31/2017	This measure was pushed back to allow for completion of the draft guidelines. Anticipated new date for completion of this measure is the week of 8/31/2017.
Pilot accessible events guidelines at key community outreach produced events.	9/31/2017	9/30/2017	We piloted one event on July 4th. (Red, White and Boom) and the end of the season Music and Movie event at Lake Harriet on Labor Day (Sept. 4).
Utilizing learnings from pilot events, finalize and begin implementation of organization-wide guidelines for community outreach produced events.	10/31/2017	12/27/2017	Event learnings from piloted events were compiled and guidelines for community outreach produced events have been developed. Additional staff review and training is necessary before guidelines can be finalized.
Develop and begin utilizing an evaluation process for tracking use of the accessibility guidelines at Community Outreach produced events.	12/31/2017		Revised completion date 04/31/18. Evaluation process has been developed, however it has not been implemented.

**Minneapolis Parks and Recreation Board  
2016 Goals & Performance Measures**

**Department:** Community Outreach

**Fiscal Year:** 2016

**Manager:** Elise Niedermeier/Radius Guess

**Date of Last Revision:**

**Complete**  
12/31/2017

Comp Plan Goal:

Strategic  
Direction

**GOAL:**

Develop and lead staff ADA work team to begin implementation of recommendations from ADA Self-Evaluation & Transition Plan.

Park facility renewal and development respects history and focuses on sustainability, accessibility, flexibility, and beauty.

A, B, 1, 2, 3

**PERFORMANCE MEASURES:**

	Target Date	Completion Date	Results
Develop scope of work for ADA implementation team including framework, goals, staff time commitment, and responsibilities of each team member.	12/31/2015	4/5/2017	An initial scope of work for the ADA implementation team has been developed and was presented to the Executive Team on 4/5/2017.
Identify departments and representatives for ADA implementation team for approval by Executive Leadership Team.	12/31/2015	7/31/2017	Departments and representatives for the ADA implementation team have been identified and were approved by the executive team and department directors by 7/31/2017.
Host ADA implementation team kickoff meeting to identify contact and communication procedures for key areas as identified in ADA transition plan and identify training needed for staff in key roles.	2/15/2016	8/15/2017	A kickoff meeting was held on 8/15/2017. This group will meet regularly and as needed to address accessibility concerns and implementation of the ADA Action Plan.
Identify priority projects and timeline to align with recommendations from ADA Transition Plan & Self-evaluation.	3/30/2016	ongoing	Key staff and consultants have identified key priorities for implementation based on ADA requirements and the draft ADA action plan which includes the Transition Plan & Self-evaluation. These were shared with the implementation team on 8/15/17. The draft ADA action plan is being prepared for public comment and Board acceptance in Q1-2of 2018. Prioritization will be ongoing after the plan is accepted.
Develop mid-year progress report for leadership and identify funding needed for 2017 budget request.	6/30/2016	ongoing	Funding needs have been identified and received as 2017 budget allocations. A training and mid-year progress report was communicated to the Executive Team in October 2016. Funding needs have been identified and will be submitted as 2018 budget requests.
Develop end of year progress report.	12/31/2016	ongoing	A training and end of year progress report was communicated to the Deputy Superintendent in December 2016. A report will be developed for 2017.

**Minneapolis Parks and Recreation Board  
2017 Goals & Benchmarks**

<b>Department:</b>	Customer Service	<b>Complete</b> 12/31/2017	Comp Plan Goal:	Strategic Direction	Racial Equity Action Plan
<b>Fiscal Year:</b>	2017				
<b>Manager:</b>	Annie Olson				

<b>GOAL:</b>					
Initiate a comprehensive review of watercraft storage permitting policies and practices to identify areas of improvement which will create an equitable approach to permit issuance resulting in higher customer satisfaction.			Easily accessible information supports the enjoyment and use of the park and recreation system.	B 1, 2, 3	

<b>BENCHMARKS:</b>	Target Date	Completion Date	Results
Form a work team to work on data collection and current MPRB policy review for improvement of processes related to watercraft storage permitting.	3/31/2017	4/30/2017	Met with University of Minnesota Business Anthropology Department to pitch this project as a partnership opportunity (3/23/2017). Selected students to work collaboratively with our Use & Event Permit staff team (4/5), developed a work plan (4/11), and begin research (4/12) as part of comprehensive review of permitting policies and practices. Research is complete.
Research best practices in permitting, specifically related to equitable permit issuance practices; returning permit holders and priority group based permitting practices.	5/31/2017	5/31/2017	Best practices in permitting and equitable permit issuance practices completed by a staff team.
Work collaboratively with Community Outreach Department staff on collection of feedback from past and current watercraft storage permit holders, customers who have applied for but not received watercraft storage permits in the past and other targeted focus groups.	5/31/2017	4/30/2017	Formation of focus groups is the next step in this process. Contact information has been collected from interested parties, and other opportunities have been identified by Customer Service staff. Coordination with Community Outreach Department happened as part of the U of M project.
Analyze data collected and begin to formulate recommendations for improvement using racial equity tools.	7/31/2017	8/31/2017	A revised procedure for watercraft storage assignment has been drafted based on data collected and staff input.
Provide recommendations to MPRB legal counsel for review.	8/15/2017	n/a	The revised procedure reflects the Permit Policy and previous procedure which has already been vetted by MPRB's legal counsel.
Create a formal draft of recommended improvements to Superintendent's Leadership Team for feedback.	9/1/2017	12/15/2017	Recommendations shared with Deputy Superintendent electronically, in lieu of Superintendent's Leadership Team, as the changes are largely reflective of past approved practices using current technology.
Make changes to current policy and related procedure, as necessary.	10/1/2017	12/1/2017	Changes to current policy is not required. Updated procedures are being drafted for publication.
Work with Communications & Marketing Department on a Communications Plan to articulate changes to programs which will be implemented in 2018.	11/15/2017	12/31/2017	Communications went out to current watercraft storage holders during the last two weeks of the year, met with positive feedback from customers. Additionally messaging and information has been posted online in preparation for the opening of applications on the first business day of the year.

**Minneapolis Parks and Recreation Board  
2017 Goals & Benchmarks**

<b>Department:</b>	Customer Service	<b>Complete</b> 12/31/2017	Comp Plan Goal:	Strategic Direction	Racial Equity Action Plan
<b>Fiscal Year:</b>	2017				
<b>Manager:</b>	Annie Olson				

**GOAL:**

Develop and implement a set of abbreviated customer service trainings which will be used as a supplement to the new Human Resources Department Onboarding program and the In-Service program to establish a strong foundation of customer service expectations amongst all staff across the MPRB.	Easily accessible information supports the enjoyment and use of the park and recreation system.	B 2
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<b>BENCHMARKS:</b>	Target Date	Completion Date	Results
Set up meetings with Department Heads to determine core concepts from the Customer Service Standards which apply directly to the expectations of employees within their departments based on typical job duties.	1/31/2017	1/31/2017	Began year with an overview of available options to all department heads and supervisors at Board Leadership Team meeting (1/12/17). Met Specifically with 3 supervisors to determine needs and to create training program to specifically address areas of concern (2/14 & 2/23). Scheduled specific customized trainings with Police, Aquatics, Recreation Centers & Programs and Finance to be delivered beginning in April and May. Additional meetings are being scheduled as appropriate.
Draft training plans for each department and for the onboarding program as a whole.	2/28/2017	2/28/2017	The Onboarding Customer Service Training (Phase 1) has been developed and delivered beginning in January 2017. Plans have been drafted for Onboarding Phase 2 will include in-service customer service training options which will be launched later in 2017. Additional plans per department will be developed as appropriate and requested as a result of meetings with department heads (per previous benchmark).
Research and brainstorm training activities and job aides required to deliver the sessions.	3/31/2017	3/31/2017	Research and brainstorming of training actives and job aides began in January 2017 and is a continuous effort. At the end of Q1, sufficient job aides and training activities have been adopted/developed to support training efforts which are currently being and scheduled to be offered.
Provide the draft training plans to department heads for review and approval.	4/15/2017	5/31/2017	Training plans and materials have been delivered to departments and units which requested customer service trainings (Rec Centers & Programs, Youth Development, Golf, Aquatics, Park Police - Agents, Use & Events - Attendants). Additional materials will be developed throughout the year.
Implement newly developed training sessions.	4/30/2017	6/30/2017	Training Sessions began being delivered in late 2016 as part of monthly Onboarding. Additionally requested training sessions for Rec Centers & Programs, Youth Development, Golf, Aquatics, Park Police - Agents and Use & Event - Attendants were implemented in May and June.
Based on evaluation tools, make adjustments to training content, activities and job aides as necessary.	12/31/2017	12/31/2017	Evaluation and minor changes are continuous.

**Minneapolis Parks and Recreation Board  
2016 Goals & Performance Measures**

<b>Department:</b> Customer Service	<b>Complete</b> 12/31/2017	Comp Plan Goal:	Strategic Direction
<b>Fiscal Year:</b> 2016			
<b>Manager:</b> Annie Olson			

<b>GOAL:</b>			
Develop and implement Customer Service Standards for the organization which will provide a framework for training opportunities and serve as a baseline for measurement of service delivery.		Easily accessible information supports enjoyment and use of the park and recreation system.	1, 2, 3, 4

<b>PERFORMANCE MEASURES:</b>	Target Date	Completion Date	Results
Complete research on best practices in Customer Service both in the field of parks and recreation and in general.	2/28/2016	2/28/2016	Research on best practices in both the customer service field and customer service in government agencies has been completed by the Customer Service team.
Develop Customer Service Standards for the organization, and present them to the Superintendent's Leadership team for approval.	4/1/2016	12/31/2017	Presented a draft to Superintendent's Leadership Team (SLT) on May 19, 2016 for draft review. Presented at September SLT meeting, received feedback and made edits which were provided to the Deputy Superintendent on October 12th for final approval. Additional edits which were made in Q1 & Q2 and were re-submitted to Deputy Superintendent. Superintendent approved and signed the document at year-end.
As a part of summer staff orientations, train staff on customer service expectations based on Customer Service Standards, to be implemented immediately.	6/1/2016	6/30/2017	High-level Customer Service Standard material has been collated into the monthly Onboarding trainings and into Department/Unit specific trainings which were delivered through June, with intention for an annual re-training process for all staff which begin in January 2018.
Develop an evaluation process that will provide a process of tracking organization-wide accountability to the recommended standards.	6/15/2016	7/15/2017	Secret Shopper scorecard and evaluation team process developed. Launch of evaluation process is scheduled for late 2017.
Implement an organization -wide evaluation of the recommended standards and make necessary corrections and/or updates	12/31/2016	8/30/2017	Implementation of evaluation began in August and continued throughout the year.

**Minneapolis Parks and Recreation Board  
2016 Goals & Performance Measures**

<b>Department:</b> Customer Service			
<b>Fiscal Year:</b> 2016			
<b>Manager:</b> Annie Olson	<b>Date of Last Revision:</b> 12/31/2017	<b>Comp Plan Goal:</b>	<b>Strategic Direction</b>

<b>GOAL:</b>		
Identify new and replace current antiquated administrative ticket hardware (ticket-writers and printers) and administrative ticket software to improve business practices, enhance customer service, and allow for seamless enforcement.	Easily accessible information supports enjoyment and use of the park and recreation system.	C, 3, 4

<b>PERFORMANCE MEASURES:</b>	Target Date	Completion Date	Results
Complete research to identify new administrative ticket software product in collaboration with Information Technology Services, Police, and Customer Service.	2/28/2016	2/28/2016	Research and exploratory meetings have been completed by Customer Service & Park Police, City of Minneapolis, Minneapolis Police and University of Minnesota Police with consult from ITS staff.
Identify and purchase ticker-writer and printer hardware compatible with software selection in collaboration with Information and Technology Services. Train applicable staff to use the hardware and software.	4/1/2016	6/30/2017	Through further discussion and evaluation with Park Police, staff are recommending an alternative solution as part of the 2018 Budget Development Process - this goal is no longer being pursued.
Purchase/obtain new software.	5/1/2016		
Train Park Police and Customer Service staff on use of the new software and hardware.	6/15/2016		
Implement new administrative ticket system.	7/1/2016		
Evaluate system and make necessary corrections and/or updates	12/1/2016		

**Minneapolis Parks and Recreation Board  
2015 Goals & Performance Measures**

<b>Department:</b> Customer Service						
<b>Fiscal Year:</b> 2015						<b>Complete</b>
<b>Manager:</b> Annie Olson						12/31/2017
<b>Date of Last Revision:</b>	Comp Plan Goal:	Strategic Direction				

**GOAL:**

Significantly improve response times to Customer Service phone, online and in person inquiries. Utilize multiple strategies to positively impact customer experiences at the Headquarters Customer Service Center including re-alignment of work assignments, physical changes to Customer Service Center and implementation of updated telecommunications system.	Easily accessible information supports enjoyment and use of the park and recreation system	1,3 & 4
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<b>PERFORMANCE MEASURES:</b>	Target Date	Completion Date	Results
Create implementation plan based on analysis of data collected in 2012, 2013 and 2014 to address challenges during peak times.	2/1/2015	2/1/2015	An implementation plan has been developed. Some changes were made after the implementation of the new phone software/hardware. We anticipate other changes to the implementation plan due to pending physical changes of the work space, as a result of reception desk relocation.
Train staff to use new telecommunications system, including use of new features, forecasting and reporting which will be used to assess call volume and response times, and to appropriately schedule staff to meet needs.	2/15/2015	9/30/2015	Staff training was completed mid-September 2015. Telecommunications system launched on 9/30/2015. The new software allows for data collection on phone call related statistics including call volume and wait times.
Re-align Customer Service staff work duties to create efficiencies.	2/15/2015	6/30/2017	Realignment of duties has occurred and were fully implemented after completion of the newly located reception desk on the main level.
Fill vacancies in Customer Service Department and begin to recruit for seasonal staffing to cover peak summer season.	4/1/2015	6/30/2017	Customer Service staff hired and successfully recruiting seasonal staff to cover peak summer season.
Complete physical changes to Customer Service Center to improve efficiencies.	5/1/2015	4/1/2017	Physical changes to Customer Service Department and atrium are complete.
Monitor and evaluate initiatives. Make changes as necessary to provide quicker, improved response times and service.	ongoing	ongoing	Beginning in Q4 2016, as part of regular 1-1 meetings with Customer Service Center staff, phone stats are being reviewed and analyzed in an effort to continue to improve response times.

**Minneapolis Parks and Recreation Board  
2017 Goals & Benchmarks**

<b>Department:</b>	Finance	<b>Complete</b> 12/31/2017	Comp Plan Goal:	Strategic Direction	Racial Equity Action Plan
<b>Fiscal Year:</b>	2017				
<b>Manager:</b>	Juli Wiseman				

**GOAL:**

Develop and implement the use of racial equity tools within the MPRB budget process to provide assessment of racial equity in the distribution of funds and racial equity impacts of budget decisions.	Financially Independent and sustainable parks prosper.	1,2,3,4	A4
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<b>BENCHMARKS:</b>	Target Date	Completion Date	Results
Research and identify racial equity tools best practices for budgeting and racial equity budgeting processes utilized by other governmental entities.	2/15/2017	3/31/2017	Best practice budget processes have been identified.
Develop a structured and phased implementation plan for racial equity tools that will be utilized in the MPRB budget process.	3/30/2017	6/21/2017	Implementation plan complete. Revised Date: 6/1/17
Review implementation plan with Executive Team, obtain feedback, modify plan and obtain Executive Team approval of the plan.	5/15/2017	6/29/2017	Met with Executive Team, reviewed and approved the implementation plan. Revised Date: 6/15/17
Develop forms and instructions for 2018 budget process and provide training to staff responsible for budget development.	6/1/2017	7/11/2017	Budget forms and instructions were distributed to directors at meetings on July 10 & 11, where the racial equity tools were reviewed. Further training was offered to all staff as they worked through the documents.
Continue the implementation of the plan until fully executed. Evaluate the process, review outcomes, and make modifications as needed.	ongoing	ongoing	The racial equity tools have been integrated into the budget process and will continue until fully implemented.

**Minneapolis Parks and Recreation Board  
2017 Goals & Benchmarks**

<b>Department:</b>	Finance	<b>Comp Plan Goal:</b>	<b>Strategic Direction</b>	<b>Racial Equity Action Plan</b>
<b>Fiscal Year:</b>	2017			
<b>Manager:</b>	Juli Wiseman			

<b>GOAL:</b>				
Develop and implement the use of racial equity tools in the review and update of MPRB Procurement policies and procedures to ensure barriers to racial equity are reduced and dollars are accessible to and benefiting the diversity of the region.		Financially Independent and sustainable parks prosper.	1,2,3,4	A5,D1

<b>BENCHMARKS:</b>	Target Date	Completion Date	Results
Identify and prioritize the MPRB procurement policies and procedures to be reviewed and updated.	3/30/2017		Due to the City of Minneapolis implementing the Target Market Program and Staff vacancies within the Finance Department, this goal has been moved to the Finance Department 2018 Goal.
Obtain and review disparities studies conducted by the City of Minneapolis and League of Minnesota Cities and identify information and measures that are applicable to the MPRB.	5/30/2017		
Develop a structured and phased implementation plan for review and update of MPRB procurement policies and procedures.	7/30/2017		
Review implementation plan with Executive Team, obtain feedback, modify plan and obtain Executive Team approval of the plan.	8/30/2017		
Begin work on the review and update of MPRB procurement policies and procedures utilizing racial equity tools.	9/15/2017		
Continue the implementation of the plan until fully executed. Evaluate the process, review outcomes, and make modifications as needed.	ongoing		

**Minneapolis Parks and Recreation Board  
2016 Goals & Performance Measures**

<b>Department:</b>	Finance	<b>Complete</b> 12/31/2017	Comp Plan Goal:	Strategic Direction
<b>Fiscal Year:</b>	2016			
<b>Manager:</b>	Juli Wiseman			

<b>GOAL:</b>				
Develop and implement a centralized requisition process to improve efficiencies in requisition processing and improve timing of invoice payments.			Financially Independent and sustainable parks prosper.	2, 3, 4

<b>PERFORMANCE MEASURES:</b>	Target Date	Completion Date	Results
Use multi-year financial data to quantify the number of requisitions processed by each staff, department and division.	2/15/2016	2/15/2016	The finance department obtained a query from the City of Minneapolis and collected data for 2013 - 2015. This data was analyzed and used in the discussions with department directors.
Work with department directors to determine requisitions to be processed by the finance department and requisitions that will continue to be processed by the departments. Assist department directors in identifying staff to process requisitions, assign responsibility area and estimate quantity of requisitions that would be processed by that individual.	5/31/2016	3/31/2017	The finance department worked with Departments and the Superintendent to finalize this process. This resulted in a position restructure that added an additional Account Clerk to the Finance Department. The increased Finance staffing levels made it possible for full centralization.
Provide resources and training to staff assigned to requisition processing. The user will be responsible for creating purchase orders and following up with departments to make sure that the goods and services have been received.	6/30/2016	12/16/2016	Account Clerks (3) have been hired and trained.
Collect financial data and obtain feedback from departments and financial system users to determine successful implementation of the streamlined requisition process, and make any necessary adjustments or modifications.	12/31/2016	ongoing	The final department was transitioned into the Finance Department processing on July 18, 2017. The Finance Department completed a self-assessment and MPRB wide assessment in December, 2017 to measure customer satisfaction and identify areas of improvements.

**Minneapolis Parks and Recreation Board  
2017 Goals & Benchmarks**

<b>Department:</b> Human Resources				
<b>Fiscal Year:</b> 2017				
<b>Manager:</b> Mae Brooks	<b>Date of Last Revision:</b> 12/31/2017	<b>Comp Plan Goal:</b>	<b>Strategic Direction</b>	<b>Racial Equity Action Plan</b>

<b>GOAL:</b>				
Implement internal job fair for all MPRB staff.		Through outreach and research, park and recreation services are relevant today and tomorrow	1, 3, 4	

<b>BENCHMARKS:</b>	Target Date	Completion Date	Results
Establish committee representative of multiple career paths available at MPRB.	1/31/2017	9/30/2017	Revised committee representatives based on organizational need: Spotlight on opportunities in recreation.
Determine timeline and logistics for internal job fair.	2/28/2017	11/10/2017	Rec Centers & Programs Director met w/Service Area Managers (SAMs). SAMs met w/Rec facility Specialists to prep staff for event & answer questions. Fairs 12/12/17 Folwell Park 12pm-3pm and King park 1/10/18 6pm-9pm.
Assemble necessary partners and materials.	4/30/2017	11/30/2017	Weekly check-in and status update meetings with Recreation and Human Resources staff members through 3/2018.
Establish and execute marketing and communication plan to MPRB personnel.	6/30/2017	12/4/2017	Flier created to be distributed to all Code 8 staff as well as emailed info to all Rec staff. SAMs instructed to let all interested staff attend job fair during staff time. Info put in December and January newsletters. MPRB staff to be identified as having risen from Code 8 ranks to move on to MPRB career positions & invited to share their experience either at job fair or via printed material.
Execute job fair.	9/15/2017	12/12/2017	Next job fair scheduled for 1/16/2018
Evaluate event and determine if event should be repeated and its frequency.	9/30/2017		Revised target date to 3/31/2018

**Minneapolis Parks and Recreation Board  
2016 Goals & Performance Measures**

<b>Department:</b> Human Resources			
<b>Fiscal Year:</b> 2016			
<b>Manager:</b> Mae Brooks	<b>Date of Last Revision:</b> 12/31/2017	<b>Comp Plan Goal:</b>	<b>Strategic Direction</b>

<b>GOAL:</b>		
Building on principles and materials from 2015 leadership training, expand leadership training program to all MPRB supervisory employees that communicates expectations and operational practices.	Through outreach and research, park and recreation services are relevant today and tomorrow	3, 4

<b>PERFORMANCE MEASURES:</b>	Target Date	Completion Date	Results
Working in consultation with agency departments, review principles and materials from 2015 leadership training and develop expanded leadership training for all MPRB supervisory employees that refines existing materials to provide consistent and department specific topics for expanded leadership training.	6/15/2016	3/31/2017	Training needs and materials being evaluated. Have contacted MRA and University of MN to assess training materials, instructors, and options available. Currently assessing what type of training academy is needed and possible infrastructure options.
Present draft training program and implementation plan to Superintendent's Leadership Team for review and feedback, and make adjustments to program and plan if needed.	8/1/2016	12/6/2017	Executive Team reviewed and approved general concept. Requested more detailed outline of academy structure and curriculum.
Work with departments to set up training schedules.	9/15/2016		Start date for HR Trainer 2/20/2018. Establishing organizational training schedule and presenting infrastructure of training academy prioritized. Revised completion date 5/31/2018.
Roll out leadership training to supervisory staff based on training schedule established with departments.	10/15/2016 - 12/30/2016		Recommend new target date of 10/15/2018 -12/30/2018

**Minneapolis Parks and Recreation Board  
2016 Goals & Performance Measures**

<b>Department:</b> Human Resources	<b>Complete</b> 12/31/2017	<b>Comp Plan Goal:</b>	<b>Strategic Direction</b>
<b>Fiscal Year:</b> 2016			
<b>Manager:</b> Teresa Chaika			

**GOAL:**

Conduct research and identify potential racial disparities in the MPRB hiring processes and, if such disparities exist, work within applicable guidelines to eliminate unintended negative impacts.	Through outreach and research, park and recreation services are relevant today and tomorrow	1, 2, 3, 4
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<b>PERFORMANCE MEASURES:</b>	Target Date	Completion Date	Results
Human Resources and Community Outreach staff will assemble and review a sample of past recruitment and staffing processes to identify potential areas where there may be unintended negative impacts on protected classes; such as skills required, supplemental questions and the weight of the parts of the civil service process.	3/31/2016	3/31/2017	Reviewed staff recruiting process of past year. Assessed oral exam process considering scores and supplemental questions.
Prepare a list of recommended focus areas to reduce any identified disparities.	6/30/2016	3/31/2017	Instituted implicit bias refresher prior to oral exams. Rule of 3 abolished. Examined applicant pools for last 2 years. Proposed Rule of 5 to expand diversity of applicant pool. Placement of branding ads in minority and neighborhood newspapers.
Prioritize recommended focus areas and establish strategies for addressing them.	9/30/2016	6/30/2017	The following focus areas (in priority order) were established: 1) Examination of oral exam score cutoffs by individual jobs to yield greater diversity in interviewees. 2) Review of oral exam scores and comments of oral examiners for consistency in scoring and question interviewers if scores are inconsistent. 3) Review oral exam packets for consistency of materials given to oral examiners on implicit bias 4) Use Rule of 5 to offer greater diversity for candidate interviews 5) Identify sources job seekers are hearing about MPRB jobs 6) Identify technology job seekers are using i.e. phone app and if adaptation is needed.
Based on the prioritization, implement strategies for the recommended focus areas.	12/31/2016	9/30/2017	Rule of 5 adopted and greater diversity seen in applicant and candidate pools. Implicit bias refresher executed for all interviews. Examined oral review packet and re-formatted info for consistency of content and clarity of information given to all examiners. Resumes being given to oral examiners to assist in critiquing applicants. Information sessions held for employees to become educated about posted jobs and application process. Next phase of implicit bias training being created.

**Minneapolis Parks and Recreation Board  
2016 Goals & Performance Measures**

**Department:** Human Resources  
**Fiscal Year:** 2016  
**Manager:** Rhonda Heryla

**Date of Last Revision:**

**Complete**  
12/31/2017

Comp Plan Goal:

Strategic  
Direction

**GOAL:**

Building on the 2015 work of a cross-functional committee to create on-boarding training, roll out the new on-boarding training to communicate expectations and operational practices to all staff.

Through outreach and research, park and recreation services are relevant today and tomorrow

3, 4

<b>PERFORMANCE MEASURES:</b>	Target Date	Completion Date	Results
Review draft on-boarding training program and implementation plan from 2015, and identify employee groups (current and returning non-certified seasonals, certified seasonals, certified part-time; current full-time, and all new hires) to be integrated into the new on-boarding trainings.	2/28/2016	6/30/2017	Draft onboarding training for appointed and full-time employees presented to committee on March 3, 2016. Draft of the seasonal and part-time onboarding training developed.
Present draft training program and implementation plan to Superintendent's Leadership Team for review and feedback, and make adjustments to program and plan if needed.	4/30/2016	7/27/2016	Presentation complete.
Work with departments to set up training schedules.	5/15/2016	11/30/2016	Training schedule was developed.
Roll out on-boarding training to all new and current MPRB employees.	5/15/2016 - 12/30/2016	12/31/2016	Had initial on-boarding session on 12/20/16. 2017 schedule established. Current employees invited to Phase 2 onboarding.
Reconvene cross-functional committee to review feedback received and adjust training program as needed.	10/15/2016	3/31/2017	Completed. In addition Phase 2 rollout done w/feedback and adjustment pending from committee.
If substantive changes are recommended to the training program, present updated training program to Superintendent's Leadership Team.	12/15/2016	12/31/2017	No substantial changes recommended.

**Minneapolis Parks and Recreation Board  
2017 Goals & Benchmarks**

<b>Department:</b>	ITS	<b>Complete</b> 12/31/2017	Comp Plan Goal:	Strategic Direction	Racial Equity Action Plan
<b>Fiscal Year:</b>	2017				
<b>Manager:</b>	Adam Larson				

**GOAL:**

Continued development of the Information Technology Chargeback / Showback process to enhance transparency of ITS Costs to other departments and allow for the management of a lifecycle inventory/budgeting cycle and ensure we adequately fund the IT Reserves. In 2016 ITS created and implemented a new chargeback process focused on the IT Hardware Assets of the MPRB. In 2017 the focus will be on the addition of software assets for major software systems such as ActiveNet, Asset Management, Comet, etc.	Dynamic parks that shape city character and meet diverse community needs	4	
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<b>BENCHMARKS:</b>	Target Date	Completion Date	Results
Assemble cross functional team of ITS, Accounting/Finance, and other department managers.	1/15/2017	1/15/2017	Team has been assembled and met to identify requirements and start project.
ITS Staff will complete implementation of a new ITS Helpdesk Ticket and Inventory software and import/enter all required information into the system.	1/30/2017	1/30/2017	ITS has evaluated several solutions and decided to continue using Track-IT as our helpdesk software. We have separated out the Inventory piece into an Excel Spreadsheet.
Complete inventory of all software at MPRB using automated tools as well as past invoices, software directories on the network, and reports from the City of Minneapolis.	2/28/2017	1/30/2017	This has been completed, but is an ongoing process.
Update the chargeback and lifecycle documents with software inventory information.	3/31/2017	5/15/2017	This has been completed, but is an ongoing process.
Distribute new chargebacks to budget managers and work with them to ensure accuracy.	5/1/2017	5/31/2017	Chargebacks were delivered to budget managers via e-mail in advance of their budget preparation.
Present new chargeback process to the MPRB in advance of 2017 budget preparation.	6/31/2017	5/31/2017	Chargeback was presented during the first and second ITS Budget Reviews.

**Minneapolis Parks and Recreation Board  
2017 Goals & Benchmarks**

<b>Department:</b>	ITS	<b>Complete</b> 12/31/2017	Comp Plan Goal:	Strategic Direction	Racial Equity Action Plan
<b>Fiscal Year:</b>	2017				
<b>Manager:</b>	Adam Larson				

<b>GOAL:</b>					
Implementation of a comprehensive Asset Management system for the MPRB.			Easily accessible information supports enjoyment and use of the park and recreation system	A, B, C, 2, 3 & 4	

<b>BENCHMARKS:</b>	Target Date	Completion Date	Results
Using data from our Asset Management consultants issue RFP for Asset Management software and implementation. Evaluate, score, and negotiate contracts with selected vendor.	1/30/2017	5/8/2017	RFP process was completed and narrowed field to two candidates. Interviews are complete and vendor selected. Contract negotiation complete.
Team presents to Executive Team the findings from the selection process and plans to move forward with selected vendor. Including Board resolutions.	2/28/2017	6/9/2017	Team presented to the IT Steering Committee on June 9th.
Obtain Board of Commissioners approval for selected vendor.	4/1/2017	6/28/2017	Board approved the purchase of ESRI and VUEWorks at the 6/28/2017 Board meeting.
Begin implementation of Asset Management system plan and work schedule. Anticipate beta testing beginning in August.	8/1/2017	8/16/2017	System plans and work schedules have been set with the vendor and implemented.
Complete beta testing and initial configuration of Asset Management Solution.	12/31/2017	10/13/2017	Initial configuration has been in beta testing with the core project team.
Begin deployment and issue deployment schedule for the Asset Management system.	11/1/2017	12/26/2017	Deployment has begun.

**Minneapolis Parks and Recreation Board  
2017 Goals & Benchmarks**

<b>Department:</b> Asset Management				
<b>Fiscal Year:</b> 2017				
<b>Manager:</b> Lisa Beck	<b>Date of Last Revision:</b> 12/31/2017	Comp Plan Goal:	Strategic Direction	Racial Equity Action Plan

<b>GOAL:</b>				
Reduce fuel use and reduce the length of the current mowing cycle for all park properties using data about allocation of resources and mowing routes.		Sound management techniques provide healthy, diverse, and sustainable natural resources.	C,2	

<b>BENCHMARKS:</b>	Target Date	Completion Date	Results
Complete assessment of current mowing responsibilities including shared sites with Minneapolis Public Schools and others.	3/1/2017	on-hold	At this time the Automated Vehicle Management program is still being expanded to accurately capture better route and time data. Spring rotation in progress. Rotation dates per mowing evaluation plan.
Establish a system-wide baseline mowing cycle and time parameters for each park by analyzing data collected in 2016.	5/15/2017		Each property in the MPRB system is being tracked for total grass area, time spent mowing per visit, characterization of terrain and obstacles, and then Service Area and Citywide Cycles will be generated.
Review current mowing cycle to create new goals, mowing standards, and routing practices.	5/15/2017	5/15/2017	New tracking and reporting systems were implemented in June 2017 and feedback provided to individual and Citywide Service Area Managers. Mowing Cycles for each area are being refined and updated to account for athletic field use and reorganization of staff into mowing crews at this time. Tracking of Mowing cycle will continue for remainder of 2017.
Begin newly defined routes that accounts for different types of mowers, travel times, and garaging locations.	6/1/2017	7/1/2017	
Reassess and make any necessary changes to ensure new, shorter maintenance cycle is sustainable across seasons.	9/1/2017	9/15/2017	New documentation of where we are mowing identified 212 mowed areas. Each day field crew mow they are capturing: weather, type of equipment used, which park was mowed, size/acreage of mowed area, and other service areas did they mow. 2017 improvements have reduced the mowing cycles. And, changes to sustain the mowing reduced mowing cycle into Autumn are in place.

Minneapolis Parks and Recreation Board 2017 Goals & Benchmarks					
<b>Department:</b> Asset Management - Equipment Services <b>Fiscal Year:</b> 2017 <b>Manager:</b> Sharon Brown			<b>Date of Last Revision:</b> 12/31/2017		Comp Plan Goal:
			Strategic Direction		Racial Equity Action Plan
<b>GOAL:</b>					
Fully develop a parts inventory control system.			Financially independent and sustainable parks prosper		A, 2, 3, 4
<b>BENCHMARKS:</b>					
	Target Date	Completion Date	Results		
Evaluate M5 (fleet management software) ordering and COMET (financial system) compatibility to streamline and automate ordering and stocking capabilities.	9/1/2017	9/1/2017	Analyzed how the new Enterprise Asset Management system will help with this. Evaluation of the M5 ordering system will be done by 7/30/2017 to analyze the ability to streamline and automate ordering and stocking. Analyze the ability of staff and Comet system to increase process time for timely payment. Opportunity exists to streamline the paperwork required to submit an order. Working with Equipment Services staff to improve paper flow to reduce need to physical walk paperwork back and forth from Parts Room to Kendra.		
Complete site visit and system comparison with City of Minneapolis Fleet.	9/15/2017	9/15/2017	On March 2, staff visited City's stockroom and system. Next step is to tour South Side Service Center parts room.		
Select a system of controls and redesign current stockroom layout to support operation. Define standard inventory quantities and update M5 system to support new controls.	10/1/2017	10/1/2017	Currently, working with Equipment Services staff to define the standard quantities of parts required to fulfill routine maintenance. Staff is identifying what is currently being ordered to hold in inventory. And, what parts are needed to fulfill 80% of routine maintenance requests. The Equipment Services Supervisor position is posted and the new supervisor will take responsibility for this budget goal.		
Launch inventory control system on all new stockroom orders and begin deployment to all current equipment shop inventory.	12/31/2017	on-hold	Exploring the use of VUEWorks (new system-wide asset management system) and scanning parts inventory into VUEWorks database). On hold until the new Equipment Services Supervisor and Equipment Services attendant are in place.		

Minneapolis Parks and Recreation Board 2017 Goals & Benchmarks					
<b>Department:</b> Environmental Management				Strategic Direction	Racial Equity Action Plan
<b>Fiscal Year:</b> 2017					
<b>Manager:</b> Debra Pilger		<b>Date of Last Revision:</b> 12/31/2017	Comp Plan Goal:		
<b>GOAL:</b>					
Begin development of vegetation management strategies for MPRB natural resources			Sound management techniques provide healthy, diverse, and sustainable natural resources	C, 3	
<b>BENCHMARKS:</b>		Target Date	Completion Date	Results	
Develop internal Natural Resources Vegetation Management Team.		1/20/2017	1/20/2017	Multi-departmental team was established and includes representatives from Planning, ITS, Forestry, Asset Management and Environmental Management.	
Develop professional services scope and Requests for Proposals (RFP).		3/1/2017	12/20/2016	Scope of services and Request for Proposals (RFP) was developed by Environmental Management staff and reviewed by staff from multiple departments including Planning, Forestry and Asset Management.	
Send out RFP and assess proposals.		3/15/2017	2/6/2017	RFP was sent to 9 consulting firms and advertised on MPRB website. MPRB received 6 responses to RFP. Team assessed proposals and selected best firm.	
Hire a professional consultant to implement initial steps to define and develop planning and management strategies for MPRB natural areas vegetation.		4/30/2017	3/1/2017	MPRB entered into a Professional Services Agreement with selected firm and held kick-off meeting with contractor and Vegetation Management Team on 3/20/2017.	
Team works with consultant to implement scope including identifying, categorizing and developing nomenclature for various natural areas.		5/1/2017 - 7/1/2017	6/30/2017	Categorization and nomenclature for MPRB natural areas developed. Quality ranking system and GIS "geodatabase" developed. Draft Phase I Natural Areas Plan submitted to MPRB Team in June 2017.	
Consultant assesses identified vegetation management areas.		10/1/2017		As part of Phase I Natural Areas Plan work, consultant conducted initial high-level assessments of natural areas utilizing the quality ranking system developed in Phase I. Additional site attributes and classifications are also included in Phase I Natural Areas Plan. Final Plan was delivered to MPRB in August 2017. Detailed assessments will occur in Phase 2 of this work in 2018.	
Based on assessments, consultant develops initial recommendations for natural areas management.		11/1/2017		Natural areas management recommendations have been incorporated into Phase 2 of the work associated with natural areas planning.	
Team works with consultant to implement scope by identifying community and agency stakeholders.		11/1/2017		Stakeholder identification will be incorporated into Phase 2 of the work associated with natural areas planning.	
Consultant develops recommendations for future stakeholder engagement steps.		12/31/2017		Stakeholder engagement recommendations will be incorporated into Phase 2 of the work associated with natural areas planning.	

**Minneapolis Parks and Recreation Board  
2017 Goals & Benchmarks**

<b>Department:</b>	Forestry	<b>Complete</b> 12/31/2017	Comp Plan Goal:	Strategic Direction	Racial Equity Action Plan
<b>Fiscal Year:</b>	2017				
<b>Manager:</b>	Ralph Sievert				

<b>GOAL:</b>					
Continue to improve the procedure of monitoring park trees near playgrounds by using tree risk assessment techniques to identify and mitigate high-risk trees through pruning of branches or total tree removal.			A safe place to play, recreate, contemplate and celebrate.	B, C, 2 & 3	

<b>BENCHMARKS:</b>	Target Date	Completion Date	Results
Using MPRB data, confirm the location of each playground within Forestry Service Areas and record said location within computerized tree inventory program.	3/1/2017	3/1/2017	A list of MPRB playgrounds has been confirmed with the Planning Division. This list has been sorted according to Forestry Service Areas. Each location has been noted in the computerized tree inventory program.
Review with existing Tree Inspectors and train new Tree Inspectors on monitoring expectations and the method of recording inspection results in computerized tree inventory program.	6/15/2017	6/15/2017	Tree Inspectors have been trained on expectations and methods of recording inspection results in computerized tree inventory program.
Begin recording visits to playgrounds in computerized tree inventory program for the purpose of documenting inspection.	7/1/2017 - 12/15/2017	12/15/2017	Tree Inspectors finished visiting playgrounds for the purpose of detecting high risk tree situations that require attention and recording visits in the computerized tree inventory system.
Begin the elimination of discovered high-risk tree situations through prioritization of work assignments to Forestry crews.	7/1/2017 - 12/15/2017	12/15/2017	Forestry crews have completed the elimination of discovered high risk tree situations through prioritized work assignments.
Seek feedback from Tree Inspectors and Foremen on ways to further improve the mitigation of high-risk tree situations near playgrounds.	12/15/2017	12/15/2017	Received feedback from Forestry staff regarding success of monitoring high-risk tree situations near playgrounds. Based on this feedback, it was decided that this practice has become a routine function of the Forestry Department and does not need to continue as a goal in 2018.

**Minneapolis Parks and Recreation Board  
2017 Goals & Benchmarks**

<b>Department:</b>	Forestry	<b>Complete</b> 12/31/2017	Comp Plan Goal:	Strategic Direction	Racial Equity Action Plan
<b>Fiscal Year:</b>	2017				
<b>Manager:</b>	Ralph Sievert				
<b>GOAL:</b>					
Implement a "stump free parks" plan which would catch up on the backlog of existing stumps in neighborhood parks by facilitating their removal throughout the calendar year.			Sound management techniques provide healthy, diverse and sustainable natural resources.	B, C, 2, 3	
<b>BENCHMARKS:</b>		Target Date	Completion Date	Results	
Using MPRB data, confirm the location of all neighborhood parks within each Forestry Service Area and create a project name within the computerized tree inventory program for recording stump grinding work.		3/15/2017	3/15/2017	A list of neighborhood parks has been confirmed for each Forestry Service Area. A project name has been created in the computerized tree inventory system for recording stump grinding work.	
Review with Forestry staff the expectations involving information to be recorded for stump grinding work whether performed contractually or in-house.		4/1/2017	4/1/2017	Forestry staff has been informed of the expectations involving the information to be recorded for stump grinding work.	
Following a predetermined route that specifies the length of time spent in each Forestry Service Area, begin the equitable removal of stumps by cycling through neighborhood parks using contractors.		4/15/2017 - 12/15/17	12/15/2017	Stump grinding using contracted companies was completed with an initial focus on routing that includes those park properties located in Racially Concentrated Areas of Poverty and Areas of Concentrated Poverty.	
Following a predetermined route that specifies the length of time spent in each Forestry Service Area, begin the equitable removal of stumps by cycling through neighborhood parks using in-house personnel.		6/15/2017 - 12/15/17	12/15/2017	Stump grinding using in-house personnel was completed with an initial focus on routing that includes those park properties located in Racially Concentrated Areas of Poverty and Areas of Concentrated Poverty.	
Review with Forestry staff the status of removing all stumps from neighborhood parks and determine if the goal of "stump free parks" has been met. If the goal has not been met, what would be needed for accomplishment in 2018.		12/15/2017	12/15/2017	Received feedback from Forestry staff regarding success of achieving "stump free" neighborhood parks. While significant progress has been made, it was decided that there should be a continuation of working toward the complete achievement of the goal in 2018.	

**Minneapolis Parks and Recreation Board  
2017 Goals & Benchmarks**

<b>Department:</b> Design & Project Management	Comp Plan Goal:	Strategic Direction	Racial Equity Action Plan
<b>Fiscal Year:</b> 2017			
<b>Manager:</b> Cliff Swenson			

**GOAL:**

Reduce the number and magnitude of amendments to agreements for professional services. Savings from this action can be properly redirected to capital improvements in parks.	Easily accessible information supports enjoyment and use of the park and recreation system	4	
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<b>BENCHMARKS:</b>	Target Date	Completion Date	Results
Research and develop an outcomes based approach to soliciting consulting services.	2/1/2017	2/1/2017	Completed - researched and developed outcome based approach to soliciting consultants.
Review process of soliciting consulting services with staff and provide guidance on outcomes based solicitation.	3/1/2017	6/1/2017	Completed - Provided staff with guidance on outcomes based solicitation.
Identify a pilot solicitation for use of the outcomes based solicitation for consulting services and draft request using outcomes.	3/15/2017		Revised target date 1/20/18.
Review responses from pilot solicitation and determine appropriateness for expanding to all requests for consulting services.	5/1/2017		Revised target date 6/15/18.

**Minneapolis Parks and Recreation Board  
2015 Goals & Performance Measures**

<b>Division:</b> Design & Project Management	Comp Plan Goal:	Strategic Direction
<b>Fiscal Year:</b> 2015		
<b>Manager:</b> Cliff Swenson		

**GOAL:**

As part of a multi-year effort to establish "park development performance standards," prepare guidelines for outdoor signage and wayfinding and court sports. The guidelines will promote innovation, consistent design practices, sustainable practices, increased safety, ADA compliance and reduced operating costs.	Park facility renewal and development respects history and focuses on sustainability, accessibility, flexibility and beauty	A, C, 1 & 3
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<b>PERFORMANCE MEASURES:</b>	Target Date	Completion Date	Results
Create work team with representation from Environmental Services, Recreation and Planning.	8/15/2015	11/30/2016	Complete - design standards focuses on the implementation of the ADA Transition Plan across the park system.
Present draft standards to Superintendent's leadership team.	10/15/2015	1/28/2017	Complete - presented design standards to the Superintendent's leadership team.
Revise draft standards based on feedback from Superintendent's leadership team.	11/1/2015		Revised Target Date 2/15/2018
Communicate design standards to the public.	1/1/2016		Intend to roll out design standards as part of ADA transition work in August, 2017. NOTE: court sports standards were <b>ELIMINATED</b> from this goal because they don't relate to the rest of the project. Courts sports will be a stand-alone "activity plan" implemented as a Planning-led project.

Minneapolis Parks and Recreation Board 2017 Goals & Benchmarks				
<b>Department:</b>	Strategic Planning			
<b>Fiscal Year:</b>	2017			
<b>Manager:</b>	Adam Arvidson	<b>Date of Last Revision:</b>	12/31/2017	Comp Plan Goal:
				Strategic Direction
				Racial Equity Action Plan
<b>GOAL:</b>				
Create and implement a uniform method for tracking progress on implementation of Service Area Master Plans and Regional Park Master Plans. This tracking form can be reported out to elected officials and the public, and will serve as proof of movement forward with master plan and park plan implementation.			Easily accessible information supports enjoyment and use of the park and recreation system	A, 2
<b>BENCHMARKS:</b>				
	Target Date	Completion Date	Results	
Create draft tracking methodology, using project lists and cost estimates from existing plans.	2/1/2017	5/1/2017	Complete: multiple pilot master plans of different types have been incorporated into a draft tracking format. Overall project timeline delayed, but will still be complete in 2017. New completion date 5/1/2017	
Present methodology to Planning Division in a workshop format to test usability.	3/1/2017		Ongoing: tracking methodology presented to Strategic Planning, will be presented to Design and PM in early 2018. Revised completion date 1/31/2018.	
Present methodology to Executive Team.	4/1/2017		New completion date 2/1/2018	
Populate tracking form with project lists from adopted master plans.	5/1/2017		In progress, approximately 50% complete with data entry. New completion date 2/1/2018	
Schedule frequency of communication to the public via Board Petitions & Communications, and submit first Petitions & Communications item.	6/1/2017		New completion date 3/1/2018	

**Minneapolis Parks and Recreation Board  
2017 Goals & Benchmarks**

<b>Department:</b>	Strategic Planning	<b>Complete</b> 12/31/2017	Comp Plan Goal:	Strategic Direction	Racial Equity Action Plan
<b>Fiscal Year:</b>	2017				
<b>Manager:</b>	Adam Arvidson				

**GOAL:**

With involvement from the NPP20 Work Group, create and implement a metrics-based approach to selecting capital projects in the Regional Park System that ensures equitable decision-making similar to that developed for the neighborhood system and implemented in the 2017-2022 CIP.	Park facility renewal and development respects history and focuses on sustainability, accessibility, flexibility, and beauty	A, B, 1, 2	A4, A5
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<b>BENCHMARKS:</b>	Target Date	Completion Date	Results
Convene NPP20 work group to discuss general parameters of Regional Parks metrics.	2/1/2017	4/20/2017	Complete: convened small project team, held discussions with NPP20 work group, convened discussion with strategic planning department.
Develop Draft Regional Parks Metrics in collaboration with NPP20 work group.	4/1/2017	5/22/2017	Complete: all metrics developed
Present Draft Regional Parks Metrics to Superintendent and Executive Team and modify according to input.	5/1/2017	6/1/2017	Complete: metrics presented to Superintendent and modified for presentation to Board
Present Draft Regional Parks Metrics to organizations whose work is focused on racial equity (i.e. GARE, Hope Community, Voices for Racial Justice).	6/15/2017	7/13/2017	Complete: metrics presented and discussed Met Council, Voices for Racial Justice, and Hope Community, with feedback documented
Present Draft Regional Park Metrics to Board of Commissioners for review and adoption.	7/19/2017	8/16/2017	Complete: Board discussions on June 7 and July 12, Ordinance consideration on July 19, August 9, August 16
Utilize Regional Parks Metrics in creation of 2018-2023 CIP.	8/1/2017	10/18/2017	Complete: metrics incorporated into Draft CIP

**Minneapolis Parks and Recreation Board  
2014 Goals & Performance Measures**

<b>Division:</b> Strategic Planning	Comp Plan Goal:	Board Strategy Framework
<b>Fiscal Year:</b> 2014		
<b>Manager:</b> Adam Arvidson		

**GOAL:**

Develop a strategic plan to appropriately account for the critical, organization-wide need of real estate services including Fort Snelling to help ensure the full spectrum of real estate and land management, including acquisitions, leases, contract management, and property rentals, are addressed within the system.	Focused land management supports current and future generations	III.b, III.c & VII.b
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<b>PERFORMANCE MEASURES:</b>	Target Date	Completion Date	Results
Assess and quantify the amount and breadth of real estate services being used and/or desired across the organization (Administration, Recreation, Environmental Stewardship, Community Outreach and Engagement, and Planning).	3/15/2014	8/29/2014	Measure completed by former Real Estate Planner, then discussed with Assistant Superintendent and Director of Strategic Planning.
Identify resource needs to address the real estate services being desired. Determine if resources needs are short or long-term and propose a strategy for addressing the needs.	5/15/2014	12/15/2014	Measure completed by former Real Estate Planner and then discussed with Superintendent, which led to position title change and re-focusing duties on stated job description with outside consulting assistance.
Present the proposed strategy to the Superintendent.	6/15/2014		Plan document complete and awaiting presentation to Superintendent. Final completion uncertain due to Superintendent transition.

**Minneapolis Parks and Recreation Board  
Goals & Performance Measures**

<b>Division:</b>	Strategic Planning	<b>Complete</b> 12/31/2017	Comp Plan Goal:	Board Strategy. Framework
<b>Fiscal Year:</b>	2013			
<b>Manager:</b>	Colleen O'Dell			

**GOAL:**

Complete activity plan for skate parks that articulates capital needs based on an evaluation of current and potential infrastructure, sustainable goals for service delivery, maintenance guidelines, design standards that incorporate sustainable techniques, and sustainable maintenance and operating options to meet the diverse community needs of Minneapolis residents and visitors.	Park facility renewal and development respects history and focuses on sustainability, accessibility, flexibility and beauty	II.b.
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<b>PERFORMANCE MEASURES:</b>	Target Date	Completion Date	Results
Complete the community outreach for the skate park plan that will provide a baseline understanding of community needs for each activity and develop a communications plan for the project.	1/1/2013	12/31/2013	Community engagement plan is complete, Steering Committee has met 14 times. Survey received over 1300 respondents. Community outreach expected to be extended through December 2013 in order to allow for focus groups to be completed. Revised completion date: 12/31/2013
Present the first draft of the skate park plan to the board to approve a 45-day comment period for the plan.	5/1/2013	10/4/2017	Complete: 45-day comment period opened on 10/6/2017
Present the final plan to the board for approval.	9/1/2013	1/3/2018	Complete. Approved by committee in November, full approval anticipated in January 2018.

**Minneapolis Parks and Recreation Board  
2017 Goals & Benchmarks**

<b>Department:</b> Athletic Programs, Aquatics & Ice Arenas		Comp Plan Goal:	Strategic Direction	Racial Equity Action Plan
<b>Fiscal Year:</b> 2017				
<b>Manager:</b> Mimi Kalb	<b>Date of Last Revision:</b> 12/31/2017			
<b>GOAL:</b>				
Develop and implement an adult 3 on 3 basketball league for 50+ to enhance their opportunities to stay active and be able to socialize by participating on a team.		People play, learn, and develop a greater capacity to enjoy life	B,3	
<b>BENCHMARKS:</b>	Target Date	Completion Date	Results	
Based on information from the National Senior Olympics program develop rules for a 50+ 3 on 3 basketball league.	1/31/2017	1/31/2017	Rules were developed and posted on Teamsideline.	
Formulate a budget and fees for the league. Work with Recreation Centers to find gymnasiums for the league. Set up league dates and days of play.	2/14/2017	2/14/2017	League budget developed and League was offered in March at Harrison Park.	
Work with Communications and Marketing to promote the league. Input league registration into Team Sideline registration site. Begin registration.	2/28/2017		New completion date of November 2018, only two teams registered in March and none for fall so we will offer again next fall.	
Begin league play. Monitor league play and ensure participants are pleased with experience.	4/3/2017		New completion date of November 2018, only two teams registered in March and none this fall so we will offer again next fall.	
Develop an online evaluation survey tool for league participants to give feedback on their experience.	6/30/2017		New completion date of November 2018, only two teams registered in March and none this fall so we will offer again next fall.	
Compile and share year-end report with management staff and Board.	12/31/2017		New completion date of December 2018.	

**Minneapolis Parks and Recreation Board  
2017 Goals & Benchmarks**

<b>Department:</b> Athletic Programs, Aquatics & Ice Arenas				Comp Plan Goal:	Strategic Direction	Racial Equity Action Plan
<b>Fiscal Year:</b> 2017						
<b>Manager:</b> Mimi Kalb	<b>Date of Last Revision:</b> 12/31/2017					
<b>GOAL:</b>						
Develop and implement an Adaptive Recreation sports program for youth at up to three park sites.				People play, learn and develop a greater capacity to enjoy life	B,3	A5
<b>BENCHMARKS:</b>		Target Date	Completion Date	Results		
Work with Therapeutic Recreation Coordinator to develop curriculum for an interactive sports sampler program for youth at up to three recreation centers. Promote program in the winter activity guides.		1/10/2017	2/28/2017	Created five week curriculum for the program. Offered a pilot program at Matthews park.		
Using the racial equity tool kit, create program fees based on other similar programs in the metro area. Fee waivers will be offered.		1/30/2017	2/28/2017	Program fees were created. Compared pricing with metro and other similar park board programs.		
Work with Communications and Marketing to create an Adaptive Programs site on the web page. Input Adaptive Sports Sampler registration information into Active.net.		2/14/2017	2/14/2017	Worked with Communications and Marketing, MPS Communications and the TR staff person to reach out to the community.		
Create and implement staff training for the program.		3/6/2017	3/1/2017	Completed training with PT staff.		
Begin program at park sites and monitor program to ensure participant satisfaction		4/30/2017		Pilot program had two participants and went well. New completion date of 11/30/2017 as we offer an additional program in fall with the goal of larger participation. New completion date of April 2018 as we will offer again in the spring.		
Develop an online and in person evaluation survey tool for post program input.		12/31/2017		New completion date of May 2018.		

**Minneapolis Parks and Recreation Board  
2017 Goals & Benchmarks**

**Department:** Rec Centers & Programs  
**Fiscal Year:** 2017  
**Manager:** Larry Umphrey

**Date of Last Revision:** 12/31/2017

Comp Plan Goal:

Strategic Direction	Racial Equity Action Plan
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**GOAL:**

Expand the scope and offerings of the Summer Meal Program to include cooked and school year options	Residents, visitors, and workers enjoy opportunities to improve health and fitness.	B, 1, 3	A5
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<b>BENCHMARKS:</b>	Target Date	Completion Date	Results
Work with food service agencies to assess potential for partnering in expanded food service programs in the recreation centers.	2/15/2017	2/1/2017	Met with Minneapolis Public Schools (MPS) - potential there.
Assess recreation centers and capacities for serving additional meals throughout the school year and/or using equipment to serve warm meals - ensure food serving standards are met.	3/31/2017	3/1/2017	Assessed Recreation Centers capacity to serve additional meals.
Apply racial equity tool to assess sites that would potentially have expanded meal service.	5/30/2017	8/25/2017	Completed.
Identify sites for expanded meal service.	6/30/2017	9/26/2017	Sites identified as Nite Owlz Sites.
Train staff and promote the expanded service.	8/30/2017		New Target date of 1/15/2018 - Waiting on MPS to engage.
Begin expanded service at recreation centers.	9/12/2017		New Target Date of 2/1/2018.

**Minneapolis Parks and Recreation Board  
2016 Goals & Performance Measures**

<b>Department:</b> Rec Centers & Programs	Comp Plan Goal:	Strategic Direction
<b>Fiscal Year:</b> 2016		
<b>Manager:</b> Larry Umphrey		
<b>Date of Last Revision:</b> 12/31/2017		

<b>GOAL:</b>		
Develop and implement a procedure and evaluation tool for operations of Urban Teen Programming through a thorough evaluation of nationwide best practices, sampling of experiences, and input of stakeholders.	People play, learn, and develop a greater capacity to enjoy life; Parks provide a center for community living	B, 1, 2, 3, 4

<b>PERFORMANCE MEASURES:</b>	Target Date	Completion Date	Results
Form group of staff to lead the policy development.	3/31/2016	1/29/2016	Formed team with representatives from each service area.
Perform research on best practices for urban teen programming from other organizations across the country. Engage staff from various organizations and research through City Park Alliance, NRPA, and other professional organizations.	9/1/2016	10/1/2016	Research complete. Chicago, Denver, Dallas, and Oakland were points of research.
Write draft procedure for review based on research findings.	10/15/2016		Goal delayed due to staffing changes. New target date 1/31/18.
Present draft procedure to Assistant Superintendent.	10/30/2016		New target date 2/28/18.
Revise and infuse any suggestions or edits from Assistant Superintendent/ Executive Team.	11/30/2016		New target date 3/31/18.
Implement informational sessions for staff.	12/31/2016		New target date 4/30/18.

**Minneapolis Parks and Recreation Board  
2015 Goals & Performance Measures**

<b>Department:</b>	Rec Centers & Programs	Comp Plan Goal:	Strategic Direction
<b>Fiscal Year:</b>	2015		
<b>Manager:</b>	Larry Umphrey		

<b>GOAL:</b>		
Develop and implement comprehensive Recreation Service Area Assessment to assure that facilities, programs and services align with community needs.	People connect through parks and recreation.	B, C & 3

<b>PERFORMANCE MEASURES:</b>	Target Date	Completion Date	Results
Create internal structure, including steering committee and work groups, to shape the assessment process and develop an RFP.	1/31/2015	11/3/2014	Completed on schedule
Issue an RFP and hire a consultant to structure the internal and external assessment components, lead internal staff in data gathering, provide analysis of the data, identify data-based potential options for recreation facilities, programs and staff, and other items as identified.	2/28/2015	1/1/2015	Completed on schedule
Create and implement a communications strategy to convey the recreation assessment goals, timeline, processes and internal and external engagement opportunities.	4/1/2015	7/13/2015	Timeline was extended due to the need to focus on racial equity. Steering committee worked with Voices for Racial Justice on this process. Target date was revised to July 1, 2015. Completed.
Gather and analyze internal information to create a recreation baseline and identify available resources.	5/1/2015	6/15/2015	Facility tours occurred the week of May 4th. Target date was revised to June 6, 2015. Completed.
Conduct community outreach, utilizing recreation and community engagement staff, to determine community needs and wants.	7/1/2015	10/15/2015	Timeline was extended due to the need to focus on racial equity and maintain an alignment with the Closing the Gap project community engagement efforts. Target date was revised to October 15, 2015. Completed.
Analyze data to create packages of potential options for recreation that best serve the community and optimize MPRB resources. Present options to internal and external audiences for comment. Present recommended options to MPRB Board.	9/1/2015		Timeline extended to assure authentic community engagement. Second extension to focus on racial equity. Third extension to shift project leadership from consultant team to MPRB staff. Project is in motion. New target date March 2018.

**Minneapolis Parks and Recreation Board  
2014 Goals & Performance Measures**

<b>Department:</b> Rec Centers & Programs	Date of Last Revision: 12/31/2017	Comp Plan Goal:	Board Strategy Framework
<b>Fiscal Year:</b> 2014			
<b>Manager:</b> Larry Umphrey			

**GOAL:**

Develop and implement a MPRB scholarship program to replace existing fee waiver system to improve program access and reduce or eliminate financial barriers to participation.	People play, learn, and develop a greater capacity to enjoy life.	VI.a
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<b>PERFORMANCE MEASURES:</b>	Target Date	Completion Date	Results
Review / assess the work of previous scholarship committees, combined with current best practices of park and recreation agencies to help determine primary components to include in the new scholarship program.	1/30/2014	2/1/2014	Assessed and reviewed previous work. Reviewed practices of other agencies.
Examine and evaluate fee waiver usage in 2013 and 2014 to estimate approximate and reasonable projection of future scholarship use.	2/28/2014	3/1/2014	Placed values on fee waivers and estimated future needs.
Complete draft of proposed scholarship program, including staff and community processes for implementation and use of new scholarship program. During program development gather feedback as part of vetting process of program development.	3/31/2014	4/1/2014	Received feedback, document is being revised for presentation to Board of Commissioners. Funding source secured for 2017.
Present update to Superintendent including plan for sustainability	10/30/2016		Incomplete - no funding source.
Launch new scholarship program, along with training schedule/tutorial materials and promote program through internal and external communications.	11/30/2016		Lacking funding source.

**Minneapolis Parks and Recreation Board  
2017 Goals & Benchmarks**

**Department:** Youth Development  
**Fiscal Year:** 2017  
**Manager:** Heidi Pope

**Date of Last Revision:**

**Complete**  
12/31/2017

**Comp Plan Goal:**

**Strategic Direction**

**Racial Equity Action Plan**

**GOAL:**

Develop and deliver training on communicating and connecting with youth and de-escalating conflict for 100 part-time and full-time MPRB and youth-serving agency staff to actively promote a welcoming environment and reduce safety concerns.

Intervention and communication reduce safety concerns

B,1,3,4

<b>BENCHMARKS:</b>	Target Date	Completion Date	Results
Meet with departmental/divisional supervisors/managers to discuss staff youth development training needs.	1/31/2017	1/31/2017	Completed. Summer part-time and Nite Owlz staff were trained.
Customize core communication training to address staff needs.	2/28/2017	2/28/2017	Completed.
Identify dates, create online sign ups, promote internally, and invite select partner staff.	3/30/2017	3/30/2017	Completed.
Deliver training to staff and collect evaluations from minimum 75% of participants.	8/31/2017	9/30/2017	Completed.
Analyze evaluations and modify/enhance training based on feedback.	12/31/2017	12/9/2017	Completed.

**Minneapolis Parks and Recreation Board  
2016 Goals & Performance Measures**

**Division:** Youth Development  
**Fiscal Year:** 2016  
**Manager:** Heidi Pope

**Date of Last Revision:**

**Complete**  
12/31/2017

Comp Plan Goal:

Strategic  
Direction

**GOAL:**

Develop, implement, and evaluate therapeutic recreation standards for programs and services to ensure that park users' current and future interests and needs are met.

Residents, visitors and workers enjoy opportunities to improve health and fitness.

B, 1, 2, 3, 4

**PERFORMANCE MEASURES:**

	Target Date	Completion Date	Results
Therapeutic Recreation Specialist coordinates and facilitates meetings with staff to obtain input on service and training needs, challenges and successes.	4/30/2016	8/31/2016	The position was filled as of April 4, 2016, so goals for this area were moved back. Staff attended Service Area meetings and meetings with staff at recreation centers. Completed.
Develop, implement, and evaluate therapeutic recreation standards for programs and services to ensure that park users' current and future interests and needs are met.	6/30/2016	9/30/2016	Staff met with parents/guardians to obtain input and ideas. Completed.
Based on internal and external input, develop inclusion standards for recreation programs and services; train Recreation Division staff on the standards.	9/30/2016	3/30/2017	Inclusion and Therapeutic Recreation standards were developed. Staff met with Service Area Managers and their teams to explain the standards.
Evaluate 20% of the programs and services using inclusion services based on the standards and work with staff to modify their programs to reflect the standards and best practices in therapeutic recreation program and service delivery.	12/30/2016	3/30/2017	Therapeutic Rec and Inclusion Coordinator met with staff to evaluate programs and services before and after the Standards were finalized to recommend modifications (i.e. hiring inclusion facilitators, purchasing supplies, adding staff to improve staff-child ratio, re-structuring program schedule), and the evaluation process is ongoing.

**Minneapolis Parks and Recreation Board  
2017 Goals & Benchmarks**

<b>Department:</b>	Golf	<b>Date of Last Revision:</b>	<b>Complete</b> 12/31/2017	<b>Comp Plan Goal:</b>	<b>Strategic</b> Direction	<b>Racial</b> Equity Action Plan
<b>Fiscal Year:</b>	2017					
<b>Manager:</b>	Matt Just					

<b>GOAL:</b>						
Continue process to reopen Meadowbrook golf course for play in 2017.				Residents, visitors and workers enjoy opportunities to improve health and fitness	B, C, 2, 3 & 4	

<b>BENCHMARKS:</b>	Target Date	Completion Date	Results
Hire golf course foreman.	3/31/2017	3/1/2017	Completed. Wirth foreman moved to Meadowbrook, hired new foreman for Wirth
Hire golf course manager.	3/31/2017	7/1/2017	Hiawatha manager will over see Meadowbrook with his part time staff. This model reduces expense
Lease temporary golf shop facility and have utilities hooked up.	6/15/2017	7/15/2017	Trailer is secured utilities being hooked up in time for opening
Order or restore needed course supplies for opening of course (e.g. tee markers, rakes, flagsticks, trash cans, FFE for temporary golf shop, scorecards).	7/15/2017	6/15/2017	Par Aide/Standard was awarded the contract and all operational items purchased
Clear cart barn for storage of cart fleet.	7/15/2017	3/31/2017	Complete. Cart barn is empty
Develop and promote reopening event for public users and for media.	8/1/2017	7/22/2017	"Meadowbrook Appreciation Day" was a fun event and we staged a successful media campaign around this day.
Stage and execute reopening event (just prior to course opening).	8/15/2017	8/11/2017	Course opened for play on Aug 11, our soft opening "appreciation day" was July 22.

**Minneapolis Parks and Recreation Board  
2017 Goals & Benchmarks**

<b>Department:</b>	Golf	<b>Complete</b> 12/31/2017	Comp Plan Goal:	Strategic Direction	Racial Equity Action Plan
<b>Fiscal Year:</b>	2017				
<b>Manager:</b>	Matt Just				

<b>GOAL:</b>					
Work with equipment shop to develop improved performance measures. Receive new equipment for 2017 season and re-assess equipment needs for 2018 - 2022.			Financially Independent and Sustainable Parks Prosper	A, 2	

<b>BENCHMARKS:</b>	Target Date	Completion Date	Results
Monitor and ensure performance measures plan and rotation of equipment from courses to shop is being followed and on schedule.	2/1/2017	2/7/2017	Relationships were built by Director of Golf and Mechanic Shop the first week of target date and equipment is on rotation.
Receive new equipment for 2017 season.	3/10/2017	5/1/2017	Equipment is being received at South Side, tagged and shipped to golf courses. This is being tracked by Director of Golf and Course Foreman.
Finalize 2018 - 2022 equipment replacement program and adjust if necessary after analysis of 2016 and 2017.	6/15/2017	8/17/2017	The 2018-2022 equipment replacement program is completed in coordination with Director of Asset Management and being routed to the future VueWorks asset management system and data is owned by Director of Golf.

**Minneapolis Parks and Recreation Board  
2017 Goals & Benchmarks**

<b>Department:</b>	Golf	<b>Complete</b> 12/31/2017	Comp Plan Goal:	Strategic Direction	Racial Equity Action Plan
<b>Fiscal Year:</b>	2017				
<b>Manager:</b>	Matt Just				

<b>GOAL:</b>					
Develop and institute new point of sale (POS) accounting structure and training plan for golf shop employees.			Financially Independent and Sustainable Parks Prosper	A, 2	

<b>BENCHMARKS:</b>	Target Date	Completion Date	Results
Finalize training of managers and specialists on use of new POS and tee time reservation system.	1/31/2017	4/1/2017	Managers and specialists are trained. Point of Sale/Tee Sheet are up and working very well.
Promote league play for 2017 and have capacity to sign up online and recognize revenue within new POS system.	2/21/2017	3/1/2017	MPRB leagues are up at Columbia, Gross, and Hiawatha. Tee times are available to book online.
Review accounting structure and revenue departments within new POS - have current inventory retagged and inputted into new POS.	2/28/2017	2/28/2017	We renamed our inventory at each golf course for better accounting for the golf managers to track inventory.
Train seasonal employees on POS.	3/10/2017	3/10/2017	All seasonal staff are trained on POS/Tee Sheet.



## Minneapolis Park & Recreation Board

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