

Commissioner 2020 Budget Questions - November 13, 2019

Question #	Commissioner	Question	Fund	Division	Budget Book Page # / Document	Attachment	Response																				
1	Bourn	Would like to understand the increase in full-time park patrol agents in the Police Department	General	Superintendent's Office	56		Expansion of the park system over the past several years has occurred without proportional increase in staffing in several areas including Park Police. Additionally, Commissioners have expressed interest in increasing the number of events in the systems and programming for youth. This current service level increase provides needed coverage due to system expansion (CEPRO, Sheridan, Graco/Halls Island, Wirth (Trailhead), WaterWorks (starting late 2020)) and increases in usership, programs, athletics, and events. The changes include the conversion of two part-time Patrol Agent FTEs to full-time. It also adds an additional 2,954 hours (1.42 FTE) in part-time Park Agent coverage throughout the year. Due to current employment trends, part-time park patrol agent positions turn over every 12-18 months. Full-time positions will provide for greater workforce stability. Park Patrol Agents assigned will provide patrols, enforcement of minor violations (i.e. parking), traffic control, visitor relations, and other duties as assigned.																				
2	Bourn	Concerned about the finance position reduction with issued that have arisen in the past around audits and the Board adding an additional position to the department to ensure compliance.	General	Deputy Superintendent's Office	62		The position elimination recommended is in the Budget & Financial Analysis unit of the Finance Department. The elimination will reduce the inhouse financial analysis and performance measurement services capacity of the department. However, the recommended budget also includes a current service level adjustment to provide contracted financial analysis support which will allow for a firm to be engaged with the MPRB to provide a more robust suite of support. This position is not directly responsible for audits or grant compliance.																				
3	Bourn	Would like to understand the difference between the three forestry coordinator positions. Would like to see each job description.	General	Environmental Stewardship	77	1	<p>Sustainable Forestry Coordinator – Provides the analysis needed to properly manage the urban forest. Job description attached.</p> <p>Forestry Outreach Coordinator – Works with neighborhood and community groups to connect them with the urban forest they live in. DRAFT - job description - not yet finalized is attached.</p> <p>Forestry Preservation Coordinator – Works with Public Works and MPRB Planners to preserve & protect trees from construction damage and ensures root space is provided during improvement projects. Job description attached.</p>																				
4	Severson	How much do we lose each year at Eloise Butler Wildflower Garden?	General	Environmental Stewardship	N/A		<p>More than 60,000 people visit the Eloise Butler Wildflower Garden each year. The MPRB does not charge an admission fee to the Garden. A summary of recent expenses and Garden program revenue is below. Although it is not represented in the program revenue summary, the Friends of Eloise have raised tens of thousands of dollars recently for the addition of a new boardwalk to the Garden.</p> <table border="1"> <thead> <tr> <th></th> <th>2016</th> <th>2017</th> <th>2018</th> <th>2019YTD</th> </tr> </thead> <tbody> <tr> <td>Revenue</td> <td>\$15,835</td> <td>\$13,401</td> <td>\$11,902</td> <td>\$6,074</td> </tr> <tr> <td>Expense</td> <td>(\$204,041)</td> <td>(\$245,670)</td> <td>(\$273,216)</td> <td>(\$276,585)</td> </tr> <tr> <td></td> <td>(\$188,206)</td> <td>(\$232,270)</td> <td>(\$261,314)</td> <td>(\$270,511)</td> </tr> </tbody> </table>		2016	2017	2018	2019YTD	Revenue	\$15,835	\$13,401	\$11,902	\$6,074	Expense	(\$204,041)	(\$245,670)	(\$273,216)	(\$276,585)		(\$188,206)	(\$232,270)	(\$261,314)	(\$270,511)
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5	Forney	Concerned about the positions being eliminated in the Planning Division and its impact on project completion. Would like to see a measurable way of tracking how staff time is being spent.	General	Planning	81		<p>Planning operates, in part, on a revenue basis where a portion of a capital or rehabilitation project's funding is directed to design, engineering, project management, and other administrative activities. Each staff in the division is assigned an hourly rate based on a combination of wage, fringe benefits, and overhead, and each staff has a designated target for "billable hours," essentially those hours directed to capital and rehabilitation projects. Those hours are tracked and the associated fee is assessed to the project. In this way, time spent by Planning staff is highly tracked and very measurable. Where staff hours for capital and rehabilitation projects are tracked, staff hours directed to non-billable tasks (for example, assignments to internal and external committees; development of new standards, practices, policies, and protocols; attendance at Board meetings; completion of tasks without assigned budgets) are not tracked. Relative to the concern of staff elimination, when requests are made to reduce budgets, Planning has no equipment or programs that could be offered as budget cuts; Planning has staff, therefore making its only tangible item that can be offered as a budget cut a position. In offering the proposed position eliminations, Planning staff will necessarily be more directly focused on billable hours—those activities that have an assigned budget from which staff time can be drawn. If the budget is approved with the positions elimination, Planning's focus will be more closely directed to NPP20 projects and projects in the regional system that have design and project management needs and an associated budget for those tasks. Planning's capacity to assist with other tasks, especially those that do not cover Planning staff's time, will be reduced and most or all requests for assistance will be turned away.</p>

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6	Severson	Golf should be focused on revenue generation, with fee increases of \$2 or \$3 per round.	Enterprise	Recreation	115		<p>For most MPRB golf courses, a green fee increase of \$3 does not cover operating expenses or allow for a set-aside directed to capital improvements. The following chart highlights the green fee increase at each course necessary to meet 90 percent of expenses plus 90 percent of the set-aside, with the total being the green fee increase necessary to nearly balance revenue and expenses. Importantly, some of these increases may drive current golf patrons to a higher quality golf experience available at non-MPRB courses. In addition to the total shown for each course, an additional amount of \$1.08 is required to address benefits, pension liabilities, depreciation and similar expenses outside of basic operational expenses.</p> <p>Hiawatha Golf Course: $\\$5.97 + \\$3.76 = \\$9.72$ Columbia Golf Course: $\\$3.08 + \\$3.34 = \\$6.42$ Gross Golf Course: $\\$(0.63) + \\$2.74 = \\$2.11$ Meadowbrook Golf Course: $\\$6.68 + \\$4.71 = \\$11.39$ Wirth Golf Course: $\\$3.77 + \\$4.16 = \\$7.93$ Wirth Par 3 Golf Course: $\\$(0.82) + \\$9.99 = \\$9.17$ Fort Snelling Golf Course: $\\$4.78 + \\$6.00 = \\$10.78$</p> <p>Golf courses have variable fees based on demand and time of day. Standard golf course rates are not always consistent on an hour-by-hour or day-by-day basis with players card and promotional rates available during most off peak times. If fees were to be raised \$3 per round during prime time (Saturday and Sunday mornings) revenue could potentially increase \$50,000-\$75,000, however there could be a decrease in rounds played due to the fee increase.</p>
7	Severson	Can we increase revenue at golf courses by increasing rentals of club houses?	Enterprise	Recreation	115		Yes. Golf staff are working with Use & Events staff to increase opportunities for rentals at all of our golf facilities.
8	Bourn	Some positions have been vacant in golf for 4 years, what is the impact of those vacancies?	Enterprise	Recreation	115		A golf course manager has been vacant since 2015 and golf course specialist (assistant manager) has been vacant since 2017. These positions were left vacant due to course closures and to reduce golf expenses. Since Meadowbrook golf course re-opened, the director of golf has operated out of the Meadowbrook Golf Course trailer to oversee the course while performing director duties. Since 2015 approximately \$670,000 has been saved by not filling these positions.

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9	Severson, Cowgill	Would like to see immediate investments in Golf.	Enterprise	Recreation	118		<p>Golf staff generated an estimate of construction costs for a variety of capital improvements at each golf course. Planning reviewed those estimates, adjusting for market conditions and, in some cases, a more aligned construction cost, and added soft costs related to design, engineering and project management. The total of the identified capital project totals nearly than \$17.5 million, with the following totals for each course:</p> <p>Columbia Golf Course \$1,372,800 Gross Golf Course \$2,216,500 Hiawatha Golf Course \$1,859,000 Meadowbrook Golf Course \$6,149,000 Fort Snelling Golf Course \$0 Wirth Golf Course \$870,150 Wirth Par 3 Golf Course \$10,010</p> <p>If each course were to rely on its \$125,000 set-aside (which has yet to be generated at any course), it would take between 11 and 49 years to accomplish the capital improvements (excepting the Wirth Par 3 Golf Course). That timeline could be reduced to about 19 years if the set-aside were to be aggregated and used as needed among the courses. However, in either timeframe, additional capital work would be expected.</p> <p>Capital improvements are being planned within the Enterprise system (at more than \$1 million for 2020, some of which will be directed to Golf), but not at an amount that would immediately satisfy the need identified by Golf staff. Golf needs must be considered alongside other capital needs within Enterprise.</p>
10	Forney	Board needs to understand how the Enterprise Fund was developed and its history	Enterprise	N/A	N/A	2	The Board should consider a Committee of the Whole study session to receive a report on the development, history and condition of the Enterprise Fund. Attached, is brief overview of the fund.
11	Bourn	Neiman was in enterprise, why is it still not in enterprise?	Enterprise	Recreation	N/A	2	See attachment
12	Meyer	Thorough analysis of vehicle purchase requests in the budget.	Internal	Equipment	133	3	Equipment comes up for replacement based on its useful life. When its planned useful life is over each piece of equipment is evaluated to determine if it should be replaced or its lifecycle extended. Equipment also wears out faster than planned. The planned 2020 equipment replacement list is attached, but may be modified based on the factors listed above.

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Question #	Commissioner	Question	Fund	Division	Budget Book Page # / Document	Attachment	Response
13	Musich	Concerned about undeveloped parks being removed from CIP.	Capital	Planning	141-157		The Superintendent has asked legal counsel for an opinion on the NPP20 ordinances and the removal of the undeveloped parks from the CIP. The "noncompliant" CIP provided with the previous round of questions is not a substitute CIP being proposed by staff. It was merely an illustration of what the CIP would look like if undeveloped parks were removed. Staff believes, as stated in previous answers, that removing undeveloped parks from the equity metrics system and the CIP would be contrary to Ordinance PB17, which states, in part "The Superintendent shall direct park staff to produce an ordered ranking of neighborhood parks by combining each park's Community Characteristic and Park Asset Characteristic scores annually." The term "each" is viewed to suggest that all parks that are part of the MPRB's neighborhood park system must be included in the ordered ranking. In addition, PB17 references definitions from PB16 including "Neighborhood Park System means those parks that (i) are owned, operated and maintained by the MPRB, or owned and maintained, by the MPRB (ii) are generally less than two blocks in size, but can be larger, and (iii) are neither designated as part of the Metropolitan Council System of Regional Parks and Trails nor part of any of the MPRB's golf courses." This definition becomes operative because there is no separate and distinct definition for an "undeveloped park." As this in staff's interpretation of the ordinance, staff cannot advance the CIP in another way. However, commissioners may offer a different interpretation of the ordinance that allows for a CIP that does not include every park in the Neighborhood Park System.
14	Bourn	Not supportive of fee increases that appear to be an increase in youth fees	N/A	N/A	177-190		Should the board of commissioners elect to remove the youth field fee increase the proposed revenue increase will change from \$37,500 to \$2,500 and the budget will need to be adjusted. The proposed fee increase would predominantly impact traveling youth organizations.
15	Musich	Are the numbers in the questions related to golf budgeted or audited? Would the audited numbers be higher?	Enterprise	Recreation	Commissioner Questions		Yes. The golf numbers attached to the Commissioner Questions are presented on a budget basis. The Enterprise Fund is presented under full accrual accounting in the MPRB Annual Financial Report and yes, audited numbers reflect a greater loss for golf operations.
16	Musich, Vetaw	Would like a revised questions document that includes the Commissioner's name associated with the questions	N/A	N/A	Commissioner Questions	4	See attachment

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17	Bourn	What are the full expenses of what we have done at The Commons this year, including staff time.	N/A	N/A	N/A		MPRB staff met a few times throughout the summer to plan programming in Commons Park. The programming was very basic and included a combination of already existing programs that were expanded to include the Commons Park such as Pop-up parks and a movie night and a few created programs such as the kick-off event and back to school event. In total there were 14 MPRB programmed events with an estimated cost of \$9,000 total in labor and materials to produce the programming. More specialized programming this space would require additional FTEs an materials to design and implement.
18	Bourn	What is the work that isn't being performed when we are filling a vacancy with a detail?	N/A	N/A	N/A		<p>Each vacancy within the MPRB is handled uniquely based on the needs and capacities of the departments involved. Some vacancies are held open and not filled until a replacement is hired. Some vacancies are filled by contract services or hiring a temporary person from outside of the MPRB until a replacement is hired. Some vacancies are temporarily filled by detailing staff from within the department or another MPRB department to allow valuable opportunities for professional growth. When staff is detailed into another position the following are several examples of what occurs:</p> <ol style="list-style-type: none"> 1. Staff performs duties of the detailed position. Temporary, seasonal staff and/or overtime are utilized to back-fill the staff's primary position and there is no loss in service. 2. Staff performs duties of detailed position while still performing some of the duties of their primary position. Other duties are transferred to supervisory and/or remaining staff within the department and duties/projects that can be delayed will remain unaddressed until the staff completes the detail. 3. Staff performs duties of detailed position. Duties from the staff's primary position are filled on an as needed basis by the employee's supervisor and other staff in the department which can result in a loss of service.

MINNEAPOLIS PARK AND RECREATION BOARD JOB DESCRIPTION

JOB TITLE: Sustainable Forestry Coordinator

Job Number:

Date Finalized: 12/3/12

Service Department: Forestry	Accountable To: Director, Park Forestry
<p>Mission Statement 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.</p>	
<p>Role Summary: Supports the Minneapolis Park and Recreation Board’s efforts to assure a healthy, vibrant and sustainable urban forest. Provides data, analysis and recommendations for improving tree care practices, enhancing operational efficiency and expanding the urban tree canopy. Evaluates and implements new technology to support these efforts and trains employees in its use. Develops and maintains strategic partnerships with relevant groups to advance research and sustainable urban forestry practices. Also supports the broader environmental stewardship efforts of all Park Board functions.</p>	
<p>Duties: Performs under the general supervision of the Director, Park Forestry and is responsible for, but not limited to, the following duties:</p> <p><u>Essential Duties:</u></p> <ul style="list-style-type: none"> • Utilize analytical tools and programs to monitor administrative, planting, pruning and removal work to ensure that the Forestry activities are properly documented and provide data for performance improvement and budget development. • Research best practices and standards in urban forest management and apply best practices to ensure that the MPRB Forestry Department is an innovative and effective leader. • Design and deliver training and educational resources for Forestry Department field and office staff to support the efficient information gathering, tracking and workflow integration that are essential for maintaining inventory accuracy of boulevard and park trees. • Research and interprets information and data to assist the Director and Forestry Department staff with decision making pertaining to diseased and infested trees, including Dutch Elm Disease, Oak Wilt and Emerald Ash Borer, by analyzing and compiling technical and statistical information and preparing reports and presentations. • Design and deliver education and training of Forestry Department staff regarding tree pest diagnostics, resource management, arboricultural research and overall safety protocols. • Provide technical support to the Director and Forestry Department staff to maximize opportunities to reforest boulevard and park planting sites and enhance the health of the urban forest. 	

- Revise and maintain the master planting plan for boulevard trees, as outlined in the Comprehensive Plan, through oversight and management of tree inventory system.
- Collect data and report key forestry performance metrics (e.g. percent of urban canopy coverage, tree loss and replacement rates, and species composition.)
- Manage Forestry Department's technological solutions by incorporating information technology tools in department functions and activities. Analyze tree inventory data and bring forth information used in urban forest management decisions.
- Collaborate with professional organizations, government agencies, and institutions to design relevant research opportunities, as outlined in the MPRB Comprehensive Plan, which will foster the cooperative exchange of information and direct staff and volunteers in project completion.
- Prepare and make presentations about matters related to the urban forest.
- Lead effort and work collaboratively with MPRB Planning Division and departments in the Environmental Stewardship Division to institutionalize tree preservation techniques during park improvement projects and park maintenance operations.
- Work directly with efforts involving City Public Works Department, Hennepin County and other government agencies to ensure that boulevard conditions and designs will increase the longevity of boulevard trees.
- Utilize information technology applications to educate about trees as valuable infrastructure and the associated environmental, health and economic benefits.
- Serve as primary contact for MPRB Information Technology Services Department to ensure that urban forestry applications are functioning properly and efficiently.
- Effectively represent the Forestry Department by working directly with the City of Minneapolis to integrate tree inventory data with city GIS programs and related city functions.
- Support media communication efforts and coordinate with the Communications and Marketing Department to enhance and maintain information available to the public through the Park Board's website and social media outlets.

Related Work:

- Develop and maintain effective communications and relationships with other MPRB staff, public agencies and the general public to assure transparency, understanding and efficiency of urban forestry operations.
- Seek out and complete grant applications that are applicable to the Forestry Department so as to enhance revenue opportunities. Submit documentation upon completion of grant requirements.
- Work directly with the City Sustainability Office and MPRB Quality Assurance staff on matters pertaining to the urban tree canopy including information relevant to the Green Print report and other data reports and analysis.
- Plan and direct annual Arbor Day celebration. Generate information needed to guide staff and volunteer involvement. Coordinate volunteer tree planting and maintenance events.
- Work directly with the Coordinator of Volunteers & Community Partnerships by providing support and information for tasks pertaining to Tribute Trees program and other services.
- Seek out opportunities for public recognition of MPRB efforts in urban forest management and maintain those already in existence. Examples include the Tree City USA Award and Tree City USA Growth Award.

- Promote and oversee the Heritage Tree Program and develop outreach techniques for sharing information.
- Serve on Forestry Department leadership team and address significant issues as appropriate.
- Work to foster a positive work environment and organizational climate among co-workers within the Forestry Department and throughout the MPRB.
- Perform other duties and special projects as they become apparent or are assigned.

The Way We Work

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

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

Knowledge of: (position requirements at entry)

- Municipal ordinances, rules, regulations, standards, policies and procedures applicable to assigned duties.
- Tree pests and the potential impact of treatment options for dealing with them.
- Outstanding customer service principles and practices
- Best practices and technology applications for urban forest management in a municipal setting.
- Job related software applications, the Internet and departmental specific procedures; utilize such tools to complete work assignments.

Skills and Ability to: (position requirements at entry)

- Demonstrated ability to work independently, without specific task direction, to identify organizational needs and deliver appropriate solutions within the context of the MRPB mission, its comprehensive plan, and Forestry Department goals and strategies.
- Demonstrated high level of proficiency in the use of the following software: Esri ArcGIS; asset management tools, specifically i-Tree software suite; Davey Tree Keeper and MPRB Tree Planting Application. Familiarity with AutoCAD software.
- Work directly with vendors on software upgrades and maintaining such systems after consultation with the IT department.
- Provide excellent customer service and demonstrate excellent interpersonal skills; be self motivated and able to balance working independently and as a team.

<ul style="list-style-type: none"> • Effectively solve both practical and technical problems and make logical decisions. • Demonstrated exceptionally strong writing, organizational, communication, problem solving, public speaking and project management skills. • Set appropriate priorities and handle multiple demands or projects while being organized and efficient; meet critical deadlines as required. • Demonstrated ability to thrive in a fast paced and diverse work environment with changing priorities. • Maintain appropriate confidentiality in work related matters • Participate in and lead interdepartmental and intradepartmental teams to identify goals and strategies for urban forestry initiatives.
<p>Equipment: Computer, Microsoft Office applications, GIS and CAD applications, urban forestry and web mapping software applications, mobile computing equipment, urban forest and GPS measurement tools, tree care instruments, camera & photographic equipment, miscellaneous office equipment and a motor vehicle.</p>
<p>Training and Experience: (position requirements at entry)</p> <ul style="list-style-type: none"> • Bachelor’s degree from an accredited college or university with a major in urban forestry, forestry, horticulture, natural resources or related field. Master’s degree preferred. • Increasingly responsible professional work experience in urban forest management for government or non-profit agencies including, but not limited to, administrative work at a municipal level: at least three years. • An equivalent combination of related experience, education and training <u>may</u> be considered. Bachelor’s degree in unrelated field and at least five years of urban forest management experience including, but not limited to, administrative work at a municipal level.
<p>Licensing Requirements: (position requirements at entry)</p> <ul style="list-style-type: none"> • Valid driver’s license. • Certified Arborist from the International Society of Arboriculture. Municipal Specialist credential preferred. • Tree Inspector’s License from the Minnesota Department of Natural Resources. • Pesticide Applicator License from the Minnesota Department of Agriculture in categories A & E (obtained within 6 months of hire). • Certified Treecare Safety Professional from the Tree Care Industry Association (obtained within 1 year of hire).
<p>Physical Requirements (ADA requirement, will be evaluated by HR) The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.</p> <p>The physical ability to climb, balance, stoop, kneel, crouch, reach, stand, walk, drive, push, pull, lift, finger, grasp, feel, talk, hear, see and perform repetitive motions.</p> <p>Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.</p> <p>The ability to safely operate a motor vehicle as incumbents is subject to local travel to and from work locations. Operating office equipment requiring continuous or repetitive</p>

hand/arm movements. The ability to remain in a sitting or standing position for extended periods of time.

The incumbent may be required to traverse on rough, uneven terrain, as well as wet and slippery surfaces to ascend and descend ladders to access work areas.

Most work performed in a normal office environment. Occasional exposure to outdoor work in all weather conditions.

Description Prepared By: Ralph Sievert, Kerry Laycock, Michael P. Schmidt ,Teresa Chaika – HR Manager 11/18/2012

PROMOTIONAL LINE: NA

GRADE 7

LAST REVISION:

MINNEAPOLIS PARK AND RECREATION BOARD JOB DESCRIPTION

JOB TITLE: Forestry Outreach Coordinator

Job Number:

Date Finalized: XX/XX/2019

Service Department: Forestry	Accountable To: Director, Park Forestry
<p>Mission Statement 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.</p>	
<p>Role Summary: Supports the Minneapolis Park and Recreation Board’s efforts to assure a healthy, vibrant and sustainable urban forest. Develops, manages, coordinates, promotes and oversees urban and community forestry outreach and stewardship programs with an emphasis on engaging the public in tree care, planting and maintenance activities. Cultivates and maintains strategic partnerships and educational opportunities with relevant groups to advance a community connection with sustainable urban forestry practices. Supports the broader environmental stewardship efforts of all MPRB functions that are consistent with the organization’s mission, values, goals, and comprehensive plan.</p>	
<p>Duties: Performs under the general supervision of the Director, Park Forestry and is responsible for, but not limited to, the following duties:</p> <p><u>Essential Duties:</u></p> <ul style="list-style-type: none"> • Develop and manage urban and community forestry outreach and stewardship programs within the MPRB system and throughout the City of Minneapolis. • Inspire, recruit, train, organize, coordinate and supervise volunteers from diverse backgrounds during the performance of cultural practices that improve tree health while promoting social engagement. Such engagement includes hands-on participations and demonstrations involving tree planting, pruning, mulching, protection and preservation. • Develop relationships with neighborhoods, communities and organizations throughout Minneapolis to ensure that all residents have access, through engagement opportunities, to the many public health, economic, ecological and social benefits that trees provide. • Apply practices and procedures to ensure program development and implementation that includes methods for data tracking, reporting of key outreach participation metrics and collaboration with others as needed. • Promote, schedule and coordinate the public appearances of “Elmer the Elm Tree”, MPRB Forestry Department’s costumed mascot, whose public appearances help educate residents about the benefits provided by trees. • Plan, direct and promote annual Arbor Day celebration. Generate information 	

- needed to guide staff and volunteer involvement.
- Promote and develop interest in fruit tree cultivation and work with residents on adopting fruit trees in parks as part of an edible landscape described in the MPRB Urban Agriculture Activity Plan.
 - Seek out opportunities for public recognition of MPRB efforts in urban forest management and maintain those already in existence. Examples include the Tree City USA Award and Tree City USA Growth Award.
 - Work with the Minneapolis Tree Advisory Commission by attending meetings and expanding their role in community outreach.
 - Act as Forestry's liaison to MPRB's Memorials & Tributes Program and coordinate the planting locations for Tribute Trees.
 - Promote and oversee the Heritage Tree Program and develop outreach techniques for sharing information.
 - Develop collaborative efforts with schools and other institutions to actively engage youth with trees and arboriculture. Examples include school forests and the University of Minnesota's Youth Engagement in Arboriculture Program.
 - Design and deliver education, training opportunities and toolkits for organizations and neighborhoods throughout the city regarding tree pests, management techniques, cultural practices and program descriptions.
 - Utilize urban forestry outreach to achieve applicable goals outlined in the MPRB Comprehensive Plan.
 - Prepare, present, teach and host events and presentations for diverse audiences that promote an awareness of matters related to the urban forest.
 - Effectively represent the Forestry Department by collaborating and working directly on urban forestry outreach initiatives with other MPRB Departments and agencies including, but not limited to, the City of Minneapolis, Hennepin County, Watershed Districts, University of Minnesota and other government agencies including those at the state and federal level.
 - Support media communication efforts and coordinate with the MPRB Communications and Marketing Department by writing and designing communication materials needed to enhance and maintain information available to the public through the Park Board's website, social media outlets and other channels.
 - Represent the MPRB at public meetings, on committees both internal and external and at community events as required.

Related Work:

- Develop and maintain effective communications and relationships with other MPRB staff, public agencies and the general public to assure transparency, understanding and efficacy of urban forestry outreach.
- Seek out and complete grant applications that are applicable to the Forestry Department so as to enhance outreach opportunities. Submit supporting documentation upon completion of grant requirements.
- Research best practices and standards in urban forest outreach and apply them to ensure that the MPRB Forestry Department is an innovative and effective leader.
- Lead effort and work collaboratively with departments in the Environmental Stewardship Division and other MPRB departments to maximize urban forest outreach.
- Design and deliver training and educational resources for public engagement that

supports efficient information gathering needed to maintain inventory of boulevard and park trees.

- Utilize information technology applications to educate and inform about trees as valuable infrastructure and the associated environmental, health and economic benefits.
- Provide professional communications pertaining to urban forestry that are in alignment with the mission, vision, values, goals and objectives of the MPRB and meets the needs and interests of diverse Minneapolis communities.
- Provide technical urban forestry knowledge and support to maximize opportunities where community engagement can enhance the health of the urban forest through reforestation of boulevards and parks.
- Research and evaluate information on urban forest outreach activities using staff and participant feedback and implementing changes when appropriate to strengthen and enhance them.
- Work directly with City staff on matters pertaining to the urban tree canopy and the best practices that can be used to engage the public in its care.
- Work with the Environmental Stewardship Volunteer Coordinator by providing support and information for relevant tasks.
- Serve on Forestry Department leadership team and address significant issues as appropriate.
- Work to foster a positive work environment and organizational climate among co-workers within the Forestry Department and throughout the MPRB.
- Keep the Director informed of matters as they relate to urban forestry outreach and the department.
- Perform other duties and special projects as they become apparent or are assigned.

The Way We Work

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

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

Knowledge of: (position requirements at entry)

- Urban forestry and outreach best practices and how to effectively combine them so

as to engage communities and organizations.

- Federal, state and county laws, municipal ordinances, rules, regulations, standards, policies and procedures applicable to urban forestry and assigned duties.
- Technology applications for urban forest management in a municipal or urban setting.
- Tree pests and the potential impact of treatment options for dealing with them.
- Considerable knowledge of tree biology, identification and selection.
- Outstanding customer service principles, practices and standards for a diverse customer base.
- Minneapolis communities and neighborhoods, demographics, issues, needs and opportunities.
- Operating video and audio equipment.
- Social media marketing or internet marketing that involves creating and sharing information on social media networks in order to achieve marketing and/or branding goals.
- Computer and job-related software applications used in business settings and urban forestry work; utilize such tools to complete work assignments.
- Personal safety and risk management while working in an urban setting while performing tree related tasks and using forestry tools.
- Cultural competence in engaging people from diverse, underserved and under-represented communities.
- Current practices and/or laws in ADA, Gender Inclusion, and/or Racial Equity.

Skills and Ability to: (position requirements at entry)

- Work independently, without specific task direction, to identify organizational needs and deliver appropriate solutions within the context of the MRPB mission, its comprehensive plan, and Forestry Department goals and strategies.
- Ability to adapt and learn the use of the following software: asset management tools, i-Tree software suite, Davey Tree Keeper and MPRB Tree Planting Application.
- Thoughtfully organize and creatively administer culturally responsive urban forestry outreach and engagement activities for increased access to services and programs.
- Articulate MPRB policies and procedures.
- Listen effectively to understand thoroughly the intended message.
- Connect with under-represented and underserved communities by reaching out to groups and organizations that are currently not connected to MPRB Forestry.
- Approach situation analysis and problem solving through the lens of racial equity.
- Provide excellent customer service and demonstrate excellent interpersonal skills that competently and respectfully acknowledge varied populations.
- Establish and maintain effective, respectful and productive working relationships.
- Successfully negotiate effective and appropriate solutions to practical and technical problems and/or conflicts that can be difficult in nature and make informed decisions.
- Thoroughly evaluate program alternatives and make recommendations for improvements.
- Demonstrated exceptionally strong writing, organizational, communication, problem solving, public-speaking and project management skills.
- Set appropriate priorities and handle multiple demands or projects while being organized and efficient; meet critical deadlines as required.

- Demonstrated ability to thrive in a fast paced and diverse work environment by prioritizing and managing several projects simultaneously with changing priorities.
- Participate in and lead interdepartmental and intradepartmental teams to identify goals and strategies for urban forestry outreach initiatives.
- Maintain appropriate confidentiality in work related matters.
- Demonstrate respect and sensitivity for cultural differences.

Equipment:

Computer, Microsoft Office applications, urban forestry and web mapping software applications, VUEWorks or other asset management system tools, mobile computing equipment, urban forest and GPS measurement tools, tree care instruments, camera & photographic equipment, public presentation equipment, life size mascot costume, miscellaneous office equipment and a motor vehicle.

Training and Experience: (position requirements at entry)

- Bachelor's degree from an accredited college or university with a major in urban forestry, forestry, horticulture, natural resources or related field.
- Increasingly responsible professional work experience in urban forest outreach for government or non-profit agencies including, but not limited to, administrative work: at least three years.
- An equivalent combination of related experience, education and training may be considered.

Licensing Requirements: (position requirements at entry)

- Valid driver's license.
- Certified Arborist from the International Society of Arboriculture (obtained within 6 months of meeting ISA eligibility requirements). Municipal Specialist credential preferred.
- Tree Inspector's License from the Minnesota Department of Natural Resources (obtained within 6 months of hire).
- Pesticide Applicator License from the Minnesota Department of Agriculture in categories A & E (obtained within 6 months of hire).

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

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

The physical ability to climb, balance, stoop, kneel, crouch, reach, stand, walk, drive, push, pull, lift, finger, grasp, feel, talk, hear, see and perform repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

The ability to safely operate a motor vehicle as incumbent is subject to local travel to and from work locations. Operating office equipment requiring continuous or repetitive hand/arm movements. The ability to remain in a sitting or standing position for extended

periods of time.

The incumbent may be required to traverse on rough, uneven terrain, as well as wet and slippery surfaces to ascend and descend ladders to access work areas.

Most work performed in a normal office environment. Occasional exposure to outdoor work in all weather conditions as needed. Evenings and weekends hours will occasionally be required.

Description Prepared By: Ralph Sievert, Jeremy Barrick

PROMOTIONAL LINE: NA

GRADE

LAST REVISION:

DRAFT

MINNEAPOLIS PARK AND RECREATION BOARD JOB DESCRIPTION

JOB TITLE: Forestry Preservation Coordinator

Job Number: 05069P

Date Finalized: 12/28/2017

Service Department: Forestry	Accountable To: Director, Park Forestry
<p>Mission Statement 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.</p>	
<p>Role Summary: Supports the Minneapolis Park and Recreation Board’s efforts to assure a healthy, vibrant and sustainable urban forest by providing expertise and oversight to the MPRB, City, other government agencies and private companies regarding the use of best management practices to preserve and protect trees growing within public rights of way, parks and on other public properties. This work is accomplished in ensuring that the needs and interests of diverse communities are met while exhibiting cultural proficiency in meeting the needs and interest of underserved and under-represented communities.</p>	
<p>Duties: Performs under the general supervision of the Director, Park Forestry and is responsible for, but not limited to, the following duties:</p> <p><u>Essential Duties:</u></p> <ul style="list-style-type: none"> • Responsible to proactively work directly with efforts involving City Department of Public Works (DPW), Hennepin County and other government agencies to ensure that infrastructure conditions and designs will increase the longevity of public trees. • Serve as primary contact for DPW Sidewalk Division and Street Maintenance Division to determine the impact of sidewalk &/or street repairs on public trees and work collaboratively with inspectors and contractors to resolve conflicts that may occur. • Accurately and in a timely manner evaluate and implement new materials, methods and technologies to support these efforts and train employees in their use. • Responsible to develop and maintain effective strategic partnerships with relevant groups to advance tree preservation practices. • Serve as MPRB Forestry representative to the City Standard Specification Review Committee and provide annual feedback for improvements. • Represent MPRB Forestry on City’s Preliminary Design Review, Capital Projects Task Force & other formal permit review processes to ensure that tree protection best management practices (BMPs) are incorporated into major City infrastructure improvement projects. • Monitor the installation and repair of City sewer, water and electrical lines for compliance with tree protection specifications. • Represent MPRB Forestry at City and MPRB pre-bid &/or pre-construction meetings to explain the specifications pertaining to tree preservation and the 	

penalties for non-compliance.

- Assist City Community Planning & Economic Development Department (CPED), Downtown Council, Downtown Improvement District and Special Service Districts with specifications and location of trees on related projects.
- Effectively communicate to private developers the required use of tree preservation BMPs and specifications including why they are important.
- Effectively work with utility companies and their contractors to reduce the negative impact that their activities have on public trees by ensuring compliance with tree protection specifications issued in permits.
- Lead efforts and work collaboratively with MPRB Planning Division to review plan designs, institutionalize tree planting specifications and preservation techniques during park improvement projects and conduct field inspections to ensure implementation of tree preservation by MPRB staff, contractors and permit holders.
- Perform an effective central coordinating role with all departments of the MPRB Environmental Stewardship Division to ensure standardization of tree preservation procedures during park maintenance operations and other activities.
- Responsible to design, organize and deliver quality training and educational resources within the MPRB and in collaboration with other government agencies and with the private sector to support the preservation of boulevard and park trees.
- Research new materials, methods, policies, information and data to assist the Forestry Department as well as other MPRB departments with decision making pertaining to urban forestry and tree preservation techniques.
- Prepare and make presentations to various audiences about matters related to the urban forest.
- Enforce municipal ordinances and regulations related to tree preservation.
- Issue permits and prepare correspondence related to activities that impact tree health.
- Coordinate tree restitution program by determining tree valuations, distributing invoices and initiating a system of collecting and tracking money received as compensation for damaged trees.
- Develop specifications related to contracted tree preservation techniques and supervise contractors that perform the work to ensure compliance.
- Oversee process of soliciting bids for Forestry Department tree purchase, coordinating deliveries from commercial nurseries and managing inventory control of trees to service areas for planting.
- Coordinate Oak Wilt Control program by working with contractors and MPRB staff.
- Work collaboratively with the Communications & Marketing Department to promote tree preservation practices through various venues and presentations.
- Represent the MPRB at public meetings, on committees both internal and external and at community events.

Related Work:

- Accurately develop and maintain effective communications and relationships with other MPRB staff, public agencies and the general public to assure transparency, understanding and efficiency of urban forestry operations.
- Proactively and effectively respond to and resolve difficult and sensitive problems and conflicts, provide support as necessary and promptly inform appropriate audiences about significant issues.
- Provide technical support to the Director and Forestry Department staff to maximize opportunities to reforest boulevard and park planting sites, preserve existing trees and enhance the health of the urban forest.
- Research and remain current on best practices and standards in urban tree

preservation and apply BMPs to ensure that the MPRB Forestry Department is an innovative and effective leader.

- Ensure that the Americans with Disabilities Act regulations are met or exceeded where applicable.
- Effectively work to foster a positive work environment and organizational climate among co-workers within the Forestry Department and throughout the MPRB by eliminating barriers to achieving results, taking advantage of available resources and developing short and long-range plans.
- Perform urban forestry related tasks such as updating tree inventory, completing tree risk assessment and responding to service requests.
- Assist in the development of goals, objectives and performance measures to enable the Forestry Department to set future direction and track performance.
- Prepare briefings, reports, evaluations and correspondence for internal and external use.
- Provide regular updates on the status of various projects and programs to ensure that they advance in a timely manner.
- Keep the Director informed of matters as they relate to tree preservation and the department.
- Perform other duties and special projects as they become apparent or are assigned.

The Way We Work

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

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

Knowledge of: (position requirements at entry)

- Municipal ordinances, rules, regulations, standards, specifications, policies and procedures applicable to assigned duties.
- Tree pests and the potential impact of treatment options for dealing with them.
- Outstanding customer service principles and practices for a diverse customer base.
- Best management practices, technology applications and arboricultural assessment tools for urban forest management and tree preservation in a municipal setting.
- Experience with and understanding of construction techniques, practices and equipment used in utility, street and other facility construction and maintenance.
- Job related software applications, external resources and departmental specific procedures; utilize such tools to complete work assignments.

- Cultural competence in engaging with people from diverse communities.
- Outstanding customer service principles and practices and standards for a diverse customer base.

Skills and Ability to: (position requirements at entry)

- Work independently, without specific task direction, to identify organizational needs and deliver appropriate solutions within the context of the MRPB mission, its comprehensive plan, and Forestry Department goals and strategies.
- Work at a proficient level with computer and software applications used in business settings and MPRB work (i.e. word processing, spreadsheets, data management systems), including those specific to the Forestry Department.
- Use of the following: geographic information system (GIS) software, asset management tools, tree benefit calculators, tree inventory applications and computer aided design (CAD) software.
- Provide excellent customer service and demonstrate excellent interpersonal skills with a diverse customer and employee base; be self-motivated and able to balance working independently and as a team.
- Effectively solve both practical and technical problems and make logical decisions.
- Provide exceptionally strong writing, organizational, communication, problem solving, public speaking and project management skills.
- Read and comprehend landscape, architectural, civil, construction and permit plan sets.
- Provide both oral and written communication that is easily understood and direct in its content.
- Listen effectively to understand thoroughly the intended message.
- Set appropriate priorities and handle multiple demands or projects while being organized and efficient; meet critical deadlines as required.
- Capacity to reconcile input from multiple stakeholders while meeting overall organizational objectives.
- Understand and effectively communicate complex technical issues and concepts to non-technical people.
- Approach situation analysis and problem solving through the lens of racial equity.
- Thoroughly evaluate program alternatives and make recommendations for improvements.
- Provide outstanding customer service with a diverse customer base.
- Maintain appropriate confidentiality in work related matters.
- Participate in and lead interdepartmental and intradepartmental teams to identify goals and strategies for urban forestry initiatives.

Equipment:

Computer, Microsoft Office applications, GIS and CAD applications, asset management software system, mobile computing technology, GPS, urban forest measurement equipment, tree care and tree risk assessment tools, camera, miscellaneous office equipment and a motor vehicle.

Training and Experience: (position requirements at entry)

- Bachelor’s degree from an accredited college or university with a major in urban forestry, forestry, horticulture, natural resources or related field.
- Increasingly responsible professional work experience in urban forest management preferably in a municipal setting: at least three (3) years.

OR

- An equivalent combination of related experience, education and training may be considered. Bachelor’s degree in unrelated field and at least five (5) years of urban

forest management experience.
<p>Licensing Requirements: (position requirements at entry)</p> <ul style="list-style-type: none"> • Valid driver’s license. • Certified Arborist from the International Society of Arboriculture. Municipal Specialist credential preferred. • Tree Inspector’s License from the Minnesota Department of Natural Resources. • Pesticide Applicator License from the Minnesota Department of Agriculture in categories A & E (obtained within 6 months of hire). • Tree Risk Assessment Qualification (TRAQ) program from the International Society of Arboriculture (obtained within 1 year of hire).
<p>Physical Requirements (<i>ADA requirement, will be evaluated by HR</i>)</p> <p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.</p> <p>The physical ability to climb, balance, stoop, kneel, crouch, reach, stand, walk, drive, push, pull, lift, finger, grasp, feel, talk, hear, see and perform repetitive motions.</p> <p>Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.</p> <p>The ability to safely operate a motor vehicle as incumbents are subject to local travel both to and from work locations. Operating office equipment requiring continuous or repetitive hand/arm movements. The ability to remain in a sitting or standing position for extended periods of time.</p> <p>The incumbent may be required to traverse on rough, uneven terrain, as well as wet and slippery surfaces to ascend and descend ladders to access work areas.</p> <p>Work is performed both outdoors and in a normal office environment. Outdoor work in all weather conditions is performed as needed. Will be required to work alternate work schedule including evenings and weekends.</p>
<p>Description Prepared By: Ralph Sievert, Jeremy Barrick</p>

PROMOTIONAL LINE:	NA
GRADE	7, non exempt, AFSCME (MPEA)
LAST REVISION:	12/28/2017

The Enterprise Fund Operations Overview

Enterprise Funds are established to account for government activities that operate as businesses and provide goods or services to the public on a consumer charge basis. Most governments use this type of fund for business-type activities. Enterprise activities are meant to be self-supporting and include operations, capital improvements and debt service, and do not receive tax support.

The Minneapolis Park and Recreation Board's (MPRB's) Enterprise Fund dates back to the time of Theodore Wirth. Wirth had a passion for developing special facilities supported by fees. All the 18-hole golf courses were developed by Theodore Wirth. Wirth understood that revenue producing facilities and activities were a critical component of the Minneapolis park system. When the Enterprise Fund was established the purpose of the operations were to provide fee-based services in special facilities to generate income for the MPRB. The income was to be used to support the enterprise operation and investment into special facilities and generate funds for other park initiatives. The park staff that work in the enterprise operation function under a business model that is oriented towards profit.

The use of concessionaires in the park system date back to a boating and refreshment business at Lake Harriet in 1887. Over the history of Enterprise Fund, services have been contracted to private operators and they have been self-operated. The key factor in determining whether to self-operate or contract is the capability of park staff to manage the operation. Our golf operations have always been self-operated while other operations have changed between self-operated and contracted over time.

In 1998, the Board initiated developing three new athletic complexes and created a new Assistant Superintendent for Development position to develop new income streams in the enterprise area. The new income streams would pay back an estimated \$18 million in bonding to develop the new athletic complexes. The \$14 million Neiman Complex utilized most of the bonding capacity and the other projects were put on hold. The annual debt service on the Neiman bonds was \$1.1 million, which was the target for new income initiatives. The debt service was reduced to around \$750,000 from the proceeds of the 201-building sale (Boy Scouts of America).

Throughout the fund's history, functions have moved between the General Fund and Enterprise Fund including Lupient water park, premier athletic fields, winter recreation, and fee-based recreation programming. The MPRB Enterprise Fund has also supported General Fund operations through an annual transfer that ranged between \$150,000 - \$450,000.

When the economic downturn occurred in the early 2000's the Enterprise Fund operations especially golf net incomes greatly reduced and the fund could no longer support the debt service, General Fund transfers and capital reserves needed for future improvements. In 2012, the Superintendent eliminated the Assistant Superintendent for Development and the enterprise operations were redistributed between the Divisions. Staff also, completed analysis of the activities accounted for in the Enterprise Fund in 2012. The analysis identified Enterprise Fund activities that were not business-type activities and were not self-supporting when all costs

associated with those activities were identified. In addition, the MPRB Enterprise Fund continued to subsidize General Fund activities to the detriment of the enterprise activities the fund is designed to support. A phased approach was used, and significant modifications have been made since 2012, realigning activities between funds. Activities removed from the Enterprise Fund since 2012 include the following:

- Recreation fee-based community programs
- Rec Plus
- Adult Sports
- Athletic Facilities
- Lupient Water Park
- Winter Recreation
- Recreation program grants and donations
- Community Outreach community events and concert series

The Sculpture Garden was identified in 2012 as an operation that was not self-supporting but remains in the Enterprise Fund as capital investment and renegotiation with the Walker Art Center are taking place in hopes of establishing a self-supporting micro-enterprise operation at this location.

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 resulted in Enterprise Fund capital improvement project deferrals that 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 is committed to phase in these increases and the Superintendent's recommended budget includes an Enterprise Fund 2020 – 2025 Capital Improvement Plan.

This overview has been prepared by the MPRB Finance Department. Information contained represents a high-level overview and is not intended to be a complete history of the Enterprise Fund.

Department	Type	Make	Model	Forecasted Replacement
Asset Management	Sweeper	Tymco	Tymco Street Sweeper	\$386,665
Asset Management	Truck	Chevrolet	1/2 Ton Pickup 4x4	\$35,000
Asset Management	Truck	Chevrolet	C1500	\$30,000
Asset Management	Van	Ford	E350	\$24,533
Asset Management	Mower	Toro	4700D	\$74,201
Asset Management	Equipment	Bobcat	S650	\$59,274
Asset Management	Mower	Toro	3500D	\$40,915
Asset Management	Mower	Toro	5900D	\$93,000
Asset Management	Mower	Toro	3500D	\$45,711
Asset Management	Mower	Toro	Groundsmaster 3280D	\$43,434
Asset Management	Dingo	Toro	TX427	\$45,000
Forestry	Flatbed	International	Flatbed IHC	\$150,000
Forestry	Flatbed	International	Flatbed IHC	\$150,000
Forestry	Aerial Tower	Ford	F750	\$150,000
Forestry	Aerial Tower	Ford	F750	\$170,000
Forestry	Aerial Tower	Ford	F750	\$170,000
Forestry	Aerial Tower	Ford	F750	\$170,000
Forestry	Aerial Tower	Ford	F750	\$170,000
Forestry	Aerial Tower	Ford	F750	\$170,000
Forestry	Aerial Tower	Ford	F750	\$170,000
Forestry	Aerial Tower	Ford	F750	\$170,000
Forestry	Articulated Loader	Avant	with trailer	\$71,000
Forestry	Articulated Loader	Avant	w trailer	\$71,000
Police	SUV	Chevrolet	Tahoe	\$49,065

Golf Equipment	\$365,216
Electric Vehicle Plug-In Infrastructure	\$200,000
Total	\$3,274,014

Commissioner 2020 Budget Questions - November 4, 2019

Question #	Commissioner	Question	Fund	Division	Budget Book Page # / Document	Attachment	Response
1	Bourn	In 2018, the Board authorized an expansion of the CCM partnership. In Superintendent Bangoura's budget presentation, it was noted that the expansion did not occur in 2019 as directed by the Board. Why? What happened to those funds authorized by the board? Are we on track to utilize two crews in 2019? What would need to happen now to apply for and successfully use 3-4 crews (12-16 AmeriCorps positions) in 2020?	General	Environmental Stewardship	22		As outlined in the Conservation Corp Partnership Overview presented to the Board on June 12, 2019, the timing of the approved funding for a second crew did not allow for a second crew to be recruited and trained in time. We had one Conservation Corps crew in 2019 and have been working with the Conservation Corps Minnesota/Iowa to recruit and successfully implement a second crew in 2020. An increase to 3 or 4 crews now, would create a similar challenge in 2020, whereby adequate lead time is necessary for the Conservation Corps to properly plan and recruit. CCMI also provides funding to support crews and plans their staffing and funding in 3 year cycles. It would be very difficult for them to obtain the funding needed for a third or fourth crew in 2020. We have been working with them to solidify a second crew in 2020 based on current funding. Half of the MPRB funds for the second 2019 CCMI were in the MPRB's General Fund and half were in lottery-in-lieu of dollars for regional park maintenance. The General Fund portion of \$50,500 has not been spent and would add to the General Fund Balance at the end of the year. The Board by resolution could transfer this amount from the General Fund to the Capital Projects Fund project 910AP571 to be held for future conservation corps crew costs.
2	Forney, Musich, Vetaw	What value is the Intergovernmental Relations role bringing to the organization?	General	Superintendent's Office	48		This is a new position and the focus is on relationship building. Currently, the position is connecting with key partners, including Met Council, Minneapolis Legislative Delegation, City of Minneapolis, Hennepin County, Minnesota Amateur Sports Commission and Minneapolis Public Schools, to further MPRB projects and initiatives. The greatest value in the first couple of months have been with the planning of the bonding tours, coordination on Hennepin County Youth Sports Grants and collaboration on the MOU with Minneapolis Public Schools.
3	Bourn	Please provide a revised cost estimate of operating The Commons with programming opportunities for the neighborhood in 2020. This year, for example, we did programming outside of the work that Green Minneapolis. How much will an extension of similar programming cost?	General	Deputy Superintendent's Office	65		Staff assembled an in-house programming team in 2019, led by Customer Service-Use & Events, to enhance programming at The Commons. This MPRB produced activation of the Commons cost approximately \$9,000. This included a lunchtime performance series, lawn bowling/bags leagues, Pop-Up Parks, a Movie in the Park and a Back To School Bash. Staff would recommend funding the continuation of the \$9,000 for activation of The Commons for 2020. Once the appeal decision is reached and the future of the location is known a larger request would be made for 2021.
4	Bourn	In 2018, the Board of Commissioners authorized a directive to increase parking revenue. Please provide an update on this initiative.	Enterprise	Deputy Superintendent's Office	108 & 178-179		The MPRB Enterprise Parking Operations Budget has seen increased revenue through Quarter 3. Specifically in the areas where the Board directed fee increases to parking, there has been a 13% increase resulting in an addition \$174,000.
5	Severson	Please provide exact revenue and expense amounts for 2017 and 2018 for each of the six golf courses in the system, including breakdown by Wirth Par 3 and driving range expenses and revenues.	Enterprise	Recreation	114-115	1	Information provided in this attachment is presented on a budgetary basis. The MPRB Annual Financial Report presents this information on a full-accrual basis in accordance with Generally Accepted Accounting Principles (GAAP).
6	Severson	Please provide estimated revenues and expenses for 2019 for each of the six golf course facilities, including a breakdown for the Wirth Par 3 and driving ranges.	Enterprise	Recreation	114-115	1	Information provided in this attachment is presented on a budgetary basis. When the 2019 MPRB Annual Financial Report is prepared this information will be presented on a full-accrual basis in accordance with GAAP.
7	Severson	Please provide the actual number of golf rounds played in the 2017-2019 period.	Enterprise	Recreation	114-115	1	Information provided in the attachment.
8	Severson	Please provide the estimated increase in revenue proposed by the Superintendent for 2020 by each of the six golf courses and related revenue centers.	Enterprise	Recreation	114-115	1	Information provided in the attachment.

Commissioner 2020 Budget Questions - November 4, 2019

Question #	Commissioner	Question	Fund	Division	Budget Book Page # / Document	Attachment	Response
9	Severson	Please provide an estimate of how much the 2020 revenues for the six golf courses and related facilities would be if the golf course daily fees were increased by \$1 additional over the Superintendent's 2020 request? How much the revenue would be increased in the increase was \$2 over the Superintendent's recommended increase.	Enterprise	Recreation	114-115		If the number of rounds played did not decrease, a \$1 increase would generate approximately \$160,000 and a \$2 increase would generate \$320,000. Rounds played may decrease as fees increase, reducing the potential revenue increase.
10	Severson	Please provide the staffs best estimate of what it would cost to raise fees and rates across the six golf courses to ensure that golf course revenues equaled golf course expenses.	Enterprise	Recreation	114-115		It is unlikely that fees can be raised to increase revenues to equal expenses. As fees increase the number of rounds played would likely decline.
11	Severson	Please provide a list of all enterprise functions that are not self-sustaining in the 2020 Superintendent budget.	Enterprise	Recreation	114-115		Golf Operations and the Sculpture Garden are budgeted with a negative operating income for 2020. Ice Arena Operations is budgeted at a slight operating income of \$51,886 which is not sufficient to cover debt service and future capital needs.
12	Severson	Please provide the total number of acres of land that are maintained for golf by the MPRB.	Enterprise	Recreation	114-115		Planning calculates golf courses to consume 978.82 acres of parkland (including bodies of water) within the Minneapolis park system.
13	Severson	Please provide the total number of acres of land in the MPRB system excluding acres attributed to lakes.	Enterprise	Recreation	114-115		Planning calculates parkland in the Minneapolis park system, not including lakes, to be 4,513.83 acres. This calculation is current through the addition of the Cepro Site in south Minneapolis.
14	Severson	Please list the number of ideas that park golf staff have submitted as a way to improve golf course revenue and reduce expenses.	Enterprise	Recreation	114-115		Golf staff continually review ideas to increase revenues and decrease expenses. In 2019 fees were increased and part-time staff was reduced, including automating the Columbia Range, and a contractor was hired to run the grills at Hiawatha and Gross. In 2020 proposals include fee increases, eliminating the golf director, and moving golf maintenance staff to the general fund in the off-season.
15	Severson	Provide the number of FTE assigned to golf course operations by year from 2017-2019 and the proposed number of FTE's for 2020	Enterprise	Recreation	114-115		19.4 FTE from 2017-2019, although a golf course manager and golf course specialist have not been filled. 18.4 FTE in 2020 with the elimination of the golf director. It is planned for a golf course manager and golf course specialist to remain vacant.
16	Severson	Provide the number of separate golf passes sold to individuals for the years 2017-2019 and the amounts charged for each and the number of golf rounds used by each type of season passes.	Enterprise	Recreation	114-115		2017 Season Passes Sold = 104 with 9,427 rounds, 2018 Passes Sold = 112 with 8,407 rounds and 2019 Season Passes sold = 139 with 7,870 rounds through 9/30.
17	Severson	Provide the names of the schools who use MPRB golf courses for practice or tournaments and their names?	Enterprise	Recreation	114-115		Southwest, Blake, St Louis Park, Edina, Benile St Margarets, DeLaSalle, Totino Grace, Henry, Edison, Cooper, St Anthony, Mounds View, Washburn, South, North, Roosevelt, Minnehaha Academy, Breck and Armstrong
18	Severson	Provide the number of private tournaments played on MPRB golf courses and the MPRB efforts to get golf tournaments.	Enterprise	Recreation	114-115		Due to budget constraints, tournaments are passively promoted through the MPRB website, Play Golf Minneapolis Summit and with Tee Times Magazine. However, when MPRB receives a tournament inquiry, staff work very hard to win the business by offering discounts and promotions that meet the needs of the tournament group without compromising revenue. In 2019 Tournaments totaled 123. We believe that through active promotion tournament bookings would increase.
19	Severson	Provide the amount of revenue due to event rentals from golf course facilities for event revenue.	Enterprise	Recreation	114-115		Columbia event rentals - 2017:\$64,176, 2018: \$72,915 Wirth event rentals - 2017:\$97,553, 2018: \$116,853

Commissioner 2020 Budget Questions - November 4, 2019

Question #	Commissioner	Question	Fund	Division	Budget Book Page # / Document	Attachment	Response
20	Severson	What have been the capital improvement expenditures by golf course for 2017-2019?	Enterprise	Recreation	114-115	1	Information provided in the attachment.
21	Forney, Musich, Vetaw	What is the timeline for providing proposal/plan for addressing golf deficit in Enterprise Fund? Is direction needed from the board to include this as a goal for 2020? In which department?	Enterprise	Recreation	114-115		Staff from Planning would lead a broad analysis of golf to develop solutions for eliminating the current deficit. This would be supported by Finance and Golf departments. With direction from the Board, a report in draft form could be returned to the Board of Commissioners before the end of Q1 2020.
22	Severson	What does the Superintendent's budget for 2020 call for in Golf capital improvements in 2020?	Enterprise	Recreation	118		Golf capital improvements are detailed on page 118 of the Budget Book. The 2020 improvements are: Gross Storage Facility Replacement (\$60,000); Meadowbrook Golf Temporary Building (\$250,000); Wirth Toolshed Roof (\$150,000).
23	Severson	What were the amount of FEMA dollars granted to the MPRB for golf course damage in the last five years? How were those funds spent? If not spent, what are the plans for those dollars?	Enterprise	Recreation	118		Since 2014 FEMA has awarded in excess of \$1.6m in mitigation and alternative project funding to our golf courses. Expenditures underway or completed are as follows: Meadowbrook - Fairway Reseeding and Bunker and Cart path Renovation \$650,000 (project complete); Gross - Roof and Window Replacement \$145,000 (project underway); Hiawatha - New Maintenance and Golf Equipment \$131,000 (some purchases complete); Theodore Wirth - Cart Path Replacement \$95,000 (to be completed in 2020), Irrigation Pump Replacement \$194,000 (project underway), Chalet Waterproofing \$275,000 (project underway).
24	Bourn	Please provide a revised 5 year CIP draft plan with all undeveloped park spaces removed from the CIP	Capital Projects	Planning	147-157	2	<p>Attached is a version of the CIP with all undeveloped park spaces eliminated with the understanding that this does not conform to MPRB Code of Ordinances, Chapter 17 - CRITERIA BASED SYSTEM FOR CAPITAL AND REHABILITATION NEIGHBORHOOD PARK PROJECT SCHEDULING (IN CONJUNCTION WITH CHAPTER 16—20 YEAR NEIGHBORHOOD PARK PLAN) which states:</p> <ul style="list-style-type: none"> •PB17 is being adopted to...establish objective criteria to assist...in evaluating the relative need of all neighborhood parks.” (PB17-1) •Each neighborhood park shall receive a criteria-based equity rating to be calculated as follows:....” (PB17-4) <p>The modification to the CIP as requested in this question results in the following changes: Four parks are removed from the CIP that have equity rankings high enough to have them included (Irving, Newton, Oliver, and Russell Triangles). It also holds the CEPRO Site out of the CIP, though it is a MPRB-owned neighborhood park without amenities of the five major types. The additional effect of removing these parks from the CIP are:</p> <ul style="list-style-type: none"> •More of Audubon Park’s funding would occur in 2024 rather than 2025, but there would be no project acceleration; •The entirety of Bottineau Park’s allocation would take place in 2025 rather than being split between 2025 and a future 2026 allocation, but there would be no project acceleration; and •Logan Park would be added to the CIP in 2025 with approximately \$980,000 of its recommended \$1.4 million. The remainder would have to be added in 2026.

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25	Cowgill	Why are \$450,000 dedication dollars already allocated into the CIP to Whittier park	Capital Projects	Planning	147-157		In assembling the CIP included in the Superintendent's Recommended Budget, staff considers allocations from accrued parkland dedications that might be used in alignment with other planned capital projects. Whittier Park is programmed from previous CIPs with funds that total almost \$700,000. Aligning funding from parkland dedication with previously programmed funds is a logical way to use the parkland dedication funds. At this time, staff has reserved the remainder of the nearly \$1 million in park dedication available in the Whittier Neighborhood to future projects, and will consult with the neighborhood on the eventual allocation of those funds. Still, the CIP in the Superintendent's Recommended Budget is a recommendation and the Board of Commissioners, if desired, can determine an alternate direction for the parkland dedications funds identified for Whittier Park.
26	Cowgill	Is there a codified policy for allocating park dedication by staff into the CIP?	Capital Projects	Planning	147-157		PB15-7 states "All fund expenditures shall be approved on an annual basis as part of the city's and park board's annual capital budgeting process." Staff does not allocate parkland dedication funds, but it recommends allocations for consideration by the Board of Commissioners. From time to time, other opportunities for the use of parkland dedication funds arise, in which case staff brings forward a resolution for consideration by the Board of Commissioners that would amend the CIP so as to be aligned with PB15-7.
27	Forney, Musich, Vetaw	For the three fee increases outlined for B2, please break out the anticipated revenue from each item.	General	Deputy Superintendent's Office	2020 Budget Adjustments Page 1		The total 2020 projected revenue of \$27,000 is from the canoe/kayak rack storage fee increase. This is the guaranteed increase we expect in 2020. Fees we collect related to drones will depend on the ability to allow them within the system. So, any fees collected in this area will be in addition to the \$27,000. Additionally, fees collected at Wirth Pavilion will be dependent on the ability to secure rentals in 2020. So, they will be in addition to the \$27,000.
28	Forney, Musich, Vetaw	Why is the fee increasing for canoe/kayak rental again this year?	General	Deputy Superintendent's Office	2020 Budget Adjustments Page 1		The recommended fee adjustment accounts for inflation and helps align the MPRB fees with comparables. The MPRB will benefit from this proposal, recognizing increased revenue. The daily increase for storage is 68 cents to 89 cents.
29	Forney, Musich, Vetaw	We note on our website that drones can not be used within the system. Drone filming and photo permit fee - is this suggesting that people can pay \$100 annually and fly their drone whenever and wherever they choose within the system? How does this comply with ordinance? Will applicants be required to demonstrate they have an operators license?	General	Deputy Superintendent's Office	2020 Budget Adjustments Page 1		Adoption of this proposal would require ordinance and policy edits to allow use of drones for Commercial Filming/Photography and Construction purposes only. Staff propose to work on ordinance and policy edits, to include requirements from the Academy of Model Aeronautics (AMA), the national governing agency for model aeronautics in partnership with the FAA and the FCC. Staff propose a \$100 per permit issued, similar to our current Filming/Photography permits. In the event that we are not able to allow drones in the system, the recommended budget does not include revenue from this proposed fee.
30	Forney, Musich, Vetaw	What is the cost to rent a locker? How quickly will the vendors be able to respond to lost key/forgotten code requests? Will these lockers be indoors or out? Will the lockers be monitored in some way?	General	Deputy Superintendent's Office	2020 Budget Adjustments Page 1		The cost of the locker will be set based on market comparables. The recommended revenue associated with this item is based on introducing the lockers into eight locations and received approximately \$2,000 per site. The time to respond to lost keys/forgotten codes would be negotiated in the vendor contract. The location of the lockers will be determined on a site by site basis and could be inside or outside. Additional monitoring for the lockers is not anticipated.
31	Cowgill	Isn't a low impact wedding fee unenforceable?	General	Deputy Superintendent's Office	2020 Budget Adjustments Page 1		We believe an low impact wedding fee will be enforceable. The permit would be on our schedule for Operations, Police and Customer Service Ambassador/Event Staff to monitor as part of regular rounds. This is the current approach for picnic permits and photography permits already.

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32	Cowgill	Isn't Human Resources charging the Enterprise fund more money effectively just raiding the enterprise fund balance?	General	Deputy Superintendent's Office	2020 Budget Adjustments Page 1		The Human Resources and Finance Departments provide services to the departments and employees of the Enterprise Fund. An overhead rate model has been used to calculate the fair share that the fund should be paying for these services. The Human Resources charge is based on the number of employees in the Enterprise Fund. If this overhead charge was eliminated or reduced, the General Fund would be paying for services rendered to the Enterprise Fund.
33	Forney, Musich, Vetaw	Package 1, Package 2 - where can we find these? They are not on page B2 as referenced- are they what is listed on page 6?	General	Environmental Management / Design and Project Management	2020 Budget Adjustments Page 1		Yes, the detail for packages 1 and 2 is found on Page 6
34	Forney, Musich, Vetaw	Why is the revenue increasing such a small amount for the stormwater services agreement?	General	Environmental Stewardship	2020 Budget Adjustments Page 1		The \$20,915 increase in stormwater services agreement revenue is a recommended increase based on actual revenues received in past years. The revenue the MPRB receives is based on services delivered and billed to Mpls Public Works. The MPRB has to be able to deliver monitoring, water management and education services in order to bill the Stormwater Services Agreement.
35	Forney, Musich, Vetaw	Increase program and rental revenue - are these primarily from Sunday rentals? Are we still working towards a goal of having rec centers open 7 days a week in high need areas?	General	Recreation	2020 Budget Adjustments Page 2		Not primarily, however the system has the capacity to increase Sunday rentals. Yes we are working towards a possible expansion of the 7 day a week sites at 2-4 centers in 2020 using existing funds or by shifting hours.
36	Forney, Musich, Vetaw	Why are we offering free afterschool programming? Isn't this the responsibility of the Minneapolis Public Schools? If we are offering these, what is the educational component of this programming?	General	Recreation	2020 Budget Adjustments Page 2		MPRB recreation centers have always provided afterschool/out-of-school time programming. This funding request is to establish block programs that are more closely aligned to the fee-based RecPlus program. The four proposed programs will be situated in targeted neighborhoods where the residents could benefit from this kind of programming the most. The programs will be outcome-based, including social/emotional, recreational, and leadership skill-building; and academic support through tutoring/homework help and technology.
37	Forney, Musich, Vetaw	Has outreach in the communities that have been selected been done to determine that there is interest in something like this vs other opportunities that may be cut as part of this budget? How will ideation spaces further the connection between park users and our outdoor park spaces? We were under the impression that outside funding would be sought for this initiative, why are funds being allocated out of the general fund instead when we have so many other pressing priorities?	General	Recreation	2020 Budget Adjustments Page 2		Consistent with the implementation of projects across the system, the implementation of Ideation Spaces will include community engagement per the direction of the community engagement policy. Ideation spaces are one of six pillars proposed to enhance programming for youth within the Minneapolis Park and Recreation System, each pillar has a specific focus area. While the nature programming, cycling and community agriculture pillars focus almost entirely on outdoor park spaces, Ideation spaces are focused on self-expression and learning through art, technology and communication mediums that would be available in indoor labs. It is anticipated, however, that some youth will use this technology to engage with the outdoors or to share their experiences in the outdoors. This pillar is one of several pillars that we anticipate receiving funding from outside funding sources. Potential partners are already identified and additional partners are being sought. The funding identified in the general fund is the base-line funding that is required to provide consistent, quality programming, and to signal to partners that we are serious about delivering the program.

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38	Forney, Musich, Vetaw	Who is supervising the additional youth employees?	General	Environmental Stewardship / Recreation	2020 Budget Adjustments Page 2-4		Response for Environmental Stewardship portion: Environmental Education (EE) youth employment programs (Green Team & Garden Crew) are overseen by existing full-time EE staff. The budget request includes the cost of part-time EE seasonal staff to oversee the day to day work and mentoring of the youth workers. Recreation: Specific employees in the divisions will be identified to supervise the additional youth employees. The employees will participate in training on mentoring youth successfully in the workplace, and will meet regularly to enhance supervisory skills using best practices for youth employment.
39	Forney, Musich, Vetaw	With the addition of youth employees, but cutting of FTEs- we would like to know what percentage of youth employee participants continue working in the parks and recreation field and/or with the MPRB? Is the program providing a pathway to employment?	General	All	2020 Budget Adjustments Page 3		After completing EE's two-year Mississippi River Green Team program and after working in two additional 'green' internships [which we help them secure] before graduating high school, several youth have been inspired to pursue higher education with an environmental focus. Former Green Teamers are now attending Mankato State, Augsburg, and U of MN-Duluth & Twin Cities. Green Team college students have secured summer jobs and internships with the City of Minneapolis Public Works, National Park Service, USFWS at the MN Valley Wildlife Refuge, Mississippi Watershed Management Organization, and the Minneapolis Park & Recreation Board (Webber Pool, EBWG, and JD Rivers). This demonstrates that our programs are providing a pathway to employment. Teen Teamworks is comprised primarily of 14 to 16 year olds who work on crews of 15-20 with two adult supervisors. As first-time employment for most, world-of-work entry level skills are the focus. Career exploration is promoted through the annual Outdoor Career Day, interest assessments, work readiness training and other activities. The Superintendent's Recommended Budget realigns and adds full-time positions based on strategic directions and performance goals. The recommended 2020 budget supports 590.45 FTEs which is an increase of 9 FTEs. All FTEs provide career pathways, however, increases in Environmental Stewardship and Recreation are directly in aligned with the 2020 increases in youth employment.
40	Forney, Musich, Vetaw	Interns or Urban Scholars - We're doing sign inventory - does this mean that signs that are nearly illegible may actually be replaced in the near future?	General	Environmental Stewardship	2020 Budget Adjustments Page 3		The goal is to gather a complete inventory and assessment of signs so that a proactive management plan can be implemented with signs being replaced before the end of the useful life.
41	Forney, Musich, Vetaw	For the reduction in outdoor youth supervision - has an analysis been done to determine if the need that drove this supervision being implemented no longer exists?	General	Recreation	2020 Budget Adjustments Page 4		The proposed sites that will receive a reduction in outdoor supervision dollars have typically not used all of the allocated funds, or have provided feedback that the typical outdoor user groups are families that are participating in self directed activities that require minimal staff involvement.
42	Forney, Musich, Vetaw	We are very concerned about the reduction in lifeguard hours on very hot days. This item should be eliminated as a cut from the budget.	General	Recreation	2020 Budget Adjustments Page 4		Moving the degree standard for extending lifeguard service hours from 85° to 90° at 6pm will reduce the number of days with extended beach/pool lifeguard service hours. The number of days vary given summers have variable ranges and lengths of heat waves. Using 90° at 6pm is a reasonable measure of excessive heat requiring accommodations and is more consistent with other heat related policies and procedures used throughout the system.
43	Forney, Musich, Vetaw	For positions being eliminated, are any of them currently filled?	General		2020 Budget Adjustments Page 4-5		Eliminated positions are all currently vacant.

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44	Cowgill	How does increased mowing frequency (as referenced in NPP20 and MEO additions) conform to our ecological systems plan or our general carbon reduction goals?	General	Environmental Stewardship	2020 Budget Adjustments Page 5		The Ecological Systems Plan recommends various strategies, including reducing mowing areas, changing the types of grass used to reduce mowing needs, implementing monitoring to increase mowing efficiency and moving toward hybrid mowers. NPP20 articulates a desired mowing cycle as a system-wide average based on current grass types and equipment. Increasing the number of days of a mowing cycle may reduce the number of times turf is mowed, but not all turf requires the same mowing rotation like athletic fields that require weekly mowing and general lawn areas that can be mowed on a 10 to 12 days rotation. Recommendations put forward in the Ecological Systems Plan would produce more predictable and stable carbon reduction.
45	Forney, Musich, Vetaw	No cuts should be made to the Movies and Music in the Parks Program. This is a huge driver of park use and gets people out of their homes and into the parks when they may not otherwise do so. Has additional outside funding been explored to retain this program as is?	General	Superintendent's Office	2020 Budget Adjustments Page 5	3	As the movies and music series has gained popularity and expanded, current full-time staff levels have reached and exceeded capacity. By making this slight reduction in program offerings it brings the program more in balanced with our current staffing level. If more is wanted in this category, we would recommend a larger increase to provide additional full time staff and equipment to grow the program. The annual Music and Movies in the Park Series is currently funded by a combination of general fund dollars, sponsorships and movie fees paid by recreation centers. Annually we solicit sponsors starting in November for the following season and on average receive about \$20,000 of sponsorship contributions, which makes up roughly 20% of our total Music and Movies Budget. I have attached our 2020 Sponsorship Packet for your reference. In addition, we charge a \$425 fee per movie showing to recreation centers that choose to host a movie. Roughly 60% of our movies are hosted by recreation centers, bringing in about \$23,375 to our budget to offset the cost of our movie series. We will continue to explore options for funding our Summer Music and Movie Series, and work to continue to provide a quality value proposal for potential sponsors.
46	Cowgill	What constitutes a City wide event and what specifically is "reduced staffing"	General	Superintendent's Office	2020 Budget Adjustments Page 5		The MPRB Community Outreach Department Events Unit is dedicated to enriching Minneapolis's artistic value and cultural vibrancy through large scale events for the City's residents and park patrons. The citywide events hosted by the Community Outreach Department include Rev. Dr. Martin L. King Jr. Celebration, Kite Festival, Earth Day, Music & Movies in the Parks, Juneteenth, Minneapolis Red, White & Boom, Owamni Falling Water Festival, Minneapolis Bike Tour, Jazzmobile & Minneapolis International Festival. The Community Outreach Department currently hires around 20-30 part-time staff in the summer to operate our city-wide events. We will reduce the amount of staff hired by 2-5.
47	Forney, Musich, Vetaw	Cutting planning staff- if this impacts our ability to deliver on NPP20, doesn't this jeopardize our agreement with the city, and thus the funding for this initiative? IF SO, this cut should not be made. Please provide a list of the project backlog for projects in the CIP that have not been implemented or started.	General	Planning	2020 Budget Adjustments Page 6		Planning staff takes on activities beyond NPP20 projects. The elimination of the two staff positions requires that Planning staff direct a greater amount of each individual's time to NPP20 projects and activities, which means there is less time available to pursue other activities. As Planning is revenue based, it will be important for those other activities to be tied to funding that supports the time of Planning staff. A list of the NPP20 projects in the CIP that are underway as well as those that have not been implemented or started is included in the 2018 NPP20 report (https://www.minneapolisparcs.org/wp-content/uploads/2019/05/npp20_2018_annual_report.pdf). In addition, Planning tracks and reports on the progress of all of its projects, including NPP20 projects, in the monthly Planning Project Report provided to commissioners as part of the Petitions and Communications.

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48	Cowgill	Please explain in more detail the Billable hour reduction and the \$93 hourly rate setting.	General	Planning	2020 Budget Adjustments Page 6		The reduction in billable hours results from the proposed elimination of two positions within the Planning Division. As a revenue-based operation, the Planning Division bills hours to projects. With fewer staff, the division is not able to deliver as many billable hours. For revenue purposes, \$93 per hour is the billing rate used when Planning staff direct time to projects. The \$93 rate is based on staff wage, fringe benefits and overhead. Overhead includes items such as office space, technology, human resources, etc..
49	Forney, Musich, Vetaw	If we install kiosks, won't this encourage people to sit in them instead of interacting proactively with park patrons? Isn't that proactive interaction the purpose of the ambassador program?	General	Deputy Superintendent's Office	2020 Budget Adjustments Page 7		These kiosks would be strategically placed for high visibility and serve as a homebase for the Ambassadors, as well as a stationary location for park visitors to access park wayfinding and information. The intent of the Ambassador program is to always keep roving Ambassadors moving throughout the parks. These are also critical to provide Ambassadors with protection from the weather.
50	Forney, Musich, Vetaw	How many external influencers have been trained so far?	General	Deputy Superintendent's Office	2020 Budget Adjustments Page 7		We have not trained any external influencers. Next year would be the first year of the program. They would complement our Internal Influencer program (which includes 70 already trained and 70 more in training now).
51	Forney, Musich, Vetaw	Which ordinances will be part of phase 2?	General	Deputy Superintendent's Office	2020 Budget Adjustments Page 7		In phase 2, the MPRB will address the top priority ordinances directed by the Board. Staff recommendations include ordinances related to: drones/remote control aircraft; alcohol in the parks; benches and tables in parks; park hours; swimming; and fires. Additionally, staff will recommended ordinance changes based on direction set in the Comprehensive Plan.
52	Cowgill	What is wrong with the current onboarding process, and why would it need to be reimaged?	General	Deputy Superintendent's Office	2020 Budget Adjustments Page 7		The current onboarding of employees includes the management of several forms and documents. The manual entry and management of these documents is time intensive. This funding would enhance our current software with modules that streamline the process and reduce the staff time needed to onboard a new employee.
53	Cowgill	Who would be brought in for this ordinance review?	General	Deputy Superintendent's Office	2020 Budget Adjustments Page 7		We recommend continuing to work with RMW for this review. Additional services will depend on the ordinances that are directed by the Board for review. In phase 2, the MPRB will address the top priority ordinances directed by the Board. Staff recommendations include ordinances related to: drones/remote control aircraft; alcohol in the parks; benches and tables in parks; park hours; swimming; and fires. Additionally, staff will recommended ordinance changes based on direction set in the Comprehensive Plan.
54	Forney, Musich, Vetaw	How much of a cost savings are expected with the implementation of automated lights?	General	Environmental Stewardship	2020 Budget Adjustments Page 8		Additional savings will come from the ability to remotely control and pre-program the functions of the lights. With the ability to control the system's lights from any computer terminal we will be able to cut down on overtime spending and become more efficient in the lighting that is needed with each season and sport. By reducing the time lights are left on or activated during daylight, we will immediately cut down on excess runtime and wasted electricity. Lastly, this will give us the opportunity to be more flexible with the scheduling of the complex and fields. The new system will also alert us when there are system failures as well. Initial cost savings are estimated to be between 5,000 – 10,000 per year.

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55	Forney, Musich, Vetaw	Historic and Iconic Homes - How much damage will these properties accumulate in the time it will take for this new fund to accrue enough \$ to make needed repairs?	General	Planning	2020 Budget Adjustments Page 8		The budgeted funds are intended as a means to start the assessment process for the MPRB historic properties. Most of those funds will be necessary to complete an assessment of the Wirth Home. Staff is collaborating with commissioners and others to seek outside funding and donations for repairs, renovations and upgrades using dollars from this fund as a demonstration of the MPRB's commitment to preserving the properties. Assessing the damage that might accrue to the properties will funds accrue for repairs, renovations, or upgrades is impossible to define; the assessment offers the baseline for comparison and will also frame priorities for action.
56	Forney, Musich, Vetaw	We would encourage a Development officer to create endowment funds for each of the historic properties.	General	Planning	2020 Budget Adjustments Page 8		As noted in the response for Question 55, staff will be pursuing outside funds and partnerships in collaboration with commissioners and others. The idea of an endowment fund can be explored as part of the assessment, which may, at least in part, begin to frame the costs of repairs, renovations and upgrades, and from there an endowment focused on perpetuation can be determined.
57	Cowgill	Why is the Parking Lot at West River Road and 4th St in North Loop not planned to be a metered lot?	Enterprise	Deputy Superintendent's Office	2020 Budget Adjustments Page 9		This lot has hour limits to persuade turnover and has not been identified as a pay lot opportunity at this time. The highest use of this lot is associated with use of the playground. The 4th Avenue playground is the only play area on this side of the river for many miles. Staff do not recommend creating barriers to accessing one of the few family targeted amenities.
58	Cowgill	Why are the MPRB's downtown parking rates lower than the City's?	Enterprise	Deputy Superintendent's Office	2020 Budget Adjustments Page 9		The MPRB parking areas in this area are on the outer ring of Downtown. Areas furthest from core attractions are commonly associated with lower fees.
59	Cowgill	Why is the insurance money from the Bde Maka Ska fire identified as "Entity wide" under Enterprise? Should it not have its own fund?	Enterprise	Deputy Superintendent's Office	2020 Budget Adjustments Page 9		The insurance money received to date for the Bde Maka Ska fire have been deposited and are being held in the Enterprise Fund and separately identified by a capital project coding string in the improvements area of the fund.
60	Forney, Musich, Vetaw	Please clarify what the current state of parking revenue is for the Calhoun Executive Center lot and how that changes in detail.	Enterprise	Deputy Superintendent's Office	2020 Budget Adjustments Pages 11		The MPRB does not currently collect parking revenue for the Calhoun Executive Center (CEC) lot. Per an existing agreement, park users may access this lot outside of CEC business hours. Staff propose working with the CEC to initiate pay parking in this lot. This proposal would result in all new revenue to the MPRB.
61	Forney, Musich, Vetaw	Please provide 2019 actuals for the budget numbers provided in the 2019 budget. We're looking for YTD month over month actuals by department.	All	All	N/A	4	Finance reports this information to the Board on a quarterly basis. Attached is the MPRB Second Quarter Financial Status Report. Finance has been asked to present this information to the Board as a presentation and will begin to do so with the Third Quarter Financial Status Report during the Administration and Finance Committee meeting on November 20, 2019.

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62	Forney, Musich, Vetaw	There isn't anything in here about reducing fees for premier fields, which is an issue raised by teams as making our spaces less accessible for groups that can not afford the current fees.	General	Recreation	N/A		<p>The premier fields receive special ongoing maintenance which comes with additional costs. The fees are set to help offset these additional costs for maintenance. Most premier fields received grant funding from HC youth sports grants and the MN Twins who require the fields be kept in premier condition. MPRB youth teams receive opportunities to participate on these fields. The MN Twins pay for the premier baseball/softball field usage by Minneapolis Public Schools.</p> <p>Traveling youth organizations (Minneapolis Youth Baseball, Minneapolis United Soccer, 612 league etc..) who charge participation fees of (\$395-\$600 per participant for youth baseball and \$1,430 - \$2,130 per participant for youth soccer) pay to either use the premier fields or the park fields (cost \$10 per hour for park fields) for their practices and games. Adult leagues also pay the fee to participate on premier fields, there are many who have rented the premier fields. There has been one adult league organization; Good Time League who expressed concern about the premier field fee. We are currently working with Good Time League and feel we have a plan to overcome their concerns.</p>
63	Forney, Musich, Vetaw	What is the funding for the Walter Dzedzic Recreation Innovation Fund for 2020?	General	Recreation	N/A		\$203,894
64	Bourn	The Board recently authorized a settlement resulting from an inappropriate interaction Minneapolis Park Police officers had with Somali Youth in the summer of 2018. What subsequent trainings have occurred since the incident and what are we planning on doing in 2020 to minimize the chance of a similar event.	General	Superintendent's Office	N/A		<p>Since 2018, the Park Police Use of Force Policy has been updated to further prioritize de-escalation. In 2019, all officers have completed approximately 48 hours of in-service training focusing on use of force/de-escalation, procedural justice, crisis intervention, and other required topics. Since 2018 all Park Police patrol officers have been equipped with body-worn cameras. So far, in 2019, there has not been a single formal conduct complaint against a Park Police officer. The officer involved in the Minnehaha Incident was disciplined and received individualized training as part of his corrective action.</p>
65	Forney, Musich, Vetaw	This budget lacks a development officer/grant writer, someone to help develop other funding sources beyond property taxes. See page 3, A2 for demonstration of need for this position.	General	Superintendent's Office	N/A		<p>At this year's budget retreat commissioners articulated several areas where they would like to see the MPRB pursue funding outside of property taxes. To that end staff are working to cultivate clear connects for partners around the six pillars, and access additional opportunity to generate funding from outside sources. Grants and individual donations are areas where some divisions already have great success. Instead of adding a position at this time, staff recommend that we explore an extended partnership with the Minneapolis Parks Foundation for grant writing services, develop criteria for which grants we would seek and develop guidelines and limitations to commitments. This would help determine the need and anticipated success this position may have within the organization. We know that good fundraisers are difficult to attract and retain. Top-level grant writers are in very high demand and the best fundraisers seek to work within a philanthropic team with effective support systems. We also know that in the best setting, it can take up to 3 years for a grant writer to begin seeing success in matching their salary through private grants and the tenure of many development officers is less than two years.</p>

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66	Bourn	In 2018, the Board authorized several budget items for the 2019 budget including the creation of a Full Service Community School site, additional Youthline staff, and a newly created IGR position. Many of these commissioner led initiatives had unacceptable hiring delays. These delays were outside/beyond the approved vacancy savings model incorporated in each budget. Please provide a detailed report on where vacancy savings were utilized from these initiatives were utilized	General	Superintendent's Office / Recreation	N/A		All General Fund budgeted positions are viewed the same when considering the budgeted vacancy savings within the fund. Also, when the Commissioners amended the Superintendent's Recommended 2019 Budget to add additional staffing and programming one of the items that was used to fund these adjustments was denying the \$220,000 reduction to the vacancy savings that the Superintendent had recommended. The Full Service Community School and IGR position were included in the Superintendent's Recommended 2019 Budget and the two youthline staff were added during Commissioner's mark-up. The two new youthline staff were budgeted to start in June 2019, and were hired on July 8 with a savings of \$6,200.