



City of Saint Paul

Meeting Agenda Budget Committee

City Hall and Court House
15 West Kellogg Boulevard
Council Chambers - 3rd
Floor

Alexandra Iverson,
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City Council
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Chair Kathy Lantry
Councilmember Dan Bostrom
Councilmember Amy Brendmoen
Councilmember Melvin Carter III
Councilmember Russ Stark
Councilmember Dave Thune
Councilmember Chris Tolbert

Wednesday, April 17, 2013

10:00 AM

Legislative Hearing Room 330

Budget Committee Work Session

Roll Call

- [SR 13-12](#) Review List of Parks and Recreation's Current Service Partnerships
- [SR 13-13](#) Discuss and Edit Service Partner Annual Assessment Prepared by Parks
- [SR 13-14](#) Determine Process for Reporting Back on the Status of Partnerships

Adjournment

Recreation Facilities - Repartnered Vacant since 2007
Re-Partnered

Facility	Group Name	Group Function / Description	Timing	Contract End Date	Billing Status	Payment Status	Partnership History
Baker	Augsburg	Collaborates with a variety of partners to promote active citizenship and public work by people of all ages.	Annual	12/31/2013	\$5,855 annually	Paid through 2012	Began partnership with Center for Democracy to lease space at Baker on January 4, 2010. They pay the City \$5,855 annually. There are also other tenants in the building including HEADTSART. Negotiations have begun with the goal of the school district taking the building and programming with the Y.
Desnoyer	Kids Park	KidsPark is a professionally staffed, state-licensed drop-in, hourly child care facility for infants and preschoolers in the Twin Cities.	Quarterly	12/31/2013	Billed through 12/31/12	Paid through 12/31/12	Began partnership with Kids Park in August, 2008. Kids Park pays Gas and Electric expenses (up to \$4,000/year) at Desnoyer Rec Center.
Dunning	Arts Us	The mission of ARTS-US is to develop young leaders in and through the arts. They offer "edutainment" programs to schools, business and community environments	Quarterly	7/1/2013	Billed through 12/31/12	NOT paid - see page	Began partnership with Arts Us in July, 2008. Arts Us is responsible for all Gas and Electric at Dunning Rec Center. Parks considering offering a RFP for the community.
Eastview	Brunette Boxing	Provides an Olympic style boxing, training and instruction program	Monthly	12/1/2013	\$300 per month	Paid through 3/31/13	Brunette Boxing pays a \$300 monthly lease payment for space at Eastview Rec Center. This agreement commenced on 12/1/2009.
Eastview	Twin City Barbell	Conducts an Olympic style weightlifting training and instruction program.	Monthly	12/1/2013	\$300 per month	Paid through 3/31/13	Twin City Barbell pays a \$300 monthly lease payment for space at Eastview Rec Center. This agreement commenced on 12/1/2009.
Griggs	Leonardo's Basement	Provides innovative learning environments for children aged 6-16 and their families to learn about themselves and their world designing and building creative projects mixing art and science with technology.	Quarterly	11/1/2013	Billed through 12/31/12	Paid through 12/31/12	Began partnership with Leonardo's Basement in November, 2009. They reimburse the City for all Gas, Electric, Water and Sewer charges at Griggs Rec Center.
Orchard	Blackhawks	Operates a Charter School.	Quarterly	1/31/2014	Billed through 12/31/12	Paid through 12/31/12	Began partnership with Blackhawks in February, 2008. They are responsible for reimbursing all utility costs at Orchard Rec Center.
S St Anthony	Joy of the People	Committed to providing a variety of youth and adult program, specifically encouraging physical activity, providing Soccer instructions and skills development.	Quarterly	10/21/2013	Billed through 12/31/12	Paid through 12/31/12	Began partnership with Joy of the People in November, 2009. They are responsible to reimburse for all utility costs incurred at South St Anthony Rec Center.
Valley	Boys & Girls Club	N/A	N/A	N/A	N/A	N/A	Parks supports approximately \$30,000 of programming and \$30,000 of utilities at this site. B and G invested over 1M into the building and is responsible for all other operating and capital costs
Wilder	City Academy	Conducts a Charter School	Monthly	6/30/2013	\$5000 per month	Paid through 3/31/13	City Academy was established at Wilder on Sept 7, 1992. \$5,000 monthly lease payment is received for space at Wilder Rec Center.

Recreation Facilities - Repartnered Vacant since 2007

<u>Park with Restroom Facilities</u>							
Facility	Group Name	Group Function / Description	Timing	Contract End Date	Billing Status	Payment Status	Partnership History
Front	Park with Restroom Facilities	N/A	N/A	N/A	N/A	N/A	City Recreation programming at the Center ended at the end of 2009. A bathroom facility is currently the only building at this location
Prosperity	Park with Restroom Facilities	N/A	N/A	N/A	N/A	N/A	City Recreation programming at the Center ended at the end of 2009. A bathroom facility is currently the only building at this location
Sylvan	Park with Restroom Facilities	N/A	N/A	N/A	N/A	N/A	City Recreation programming at the Center ended at the end of 2009. A bathroom facility is currently the only building at this location In negotiations with Police to locate some Police Operations on the site.

<u>Park without Restroom Facilities</u>							
Facility	Group Name	Group Function / Description	Timing	Contract End Date	Billing Status	Payment Status	Partnership History
Margaret	Park	N/A	N/A	N/A	N/A	N/A	City Recreation programming at the Center ended at the end of 2009. There are currently no buildings at this location.

Recreation Facilities - Repartnered Vacant since 2007
School District Joint Use

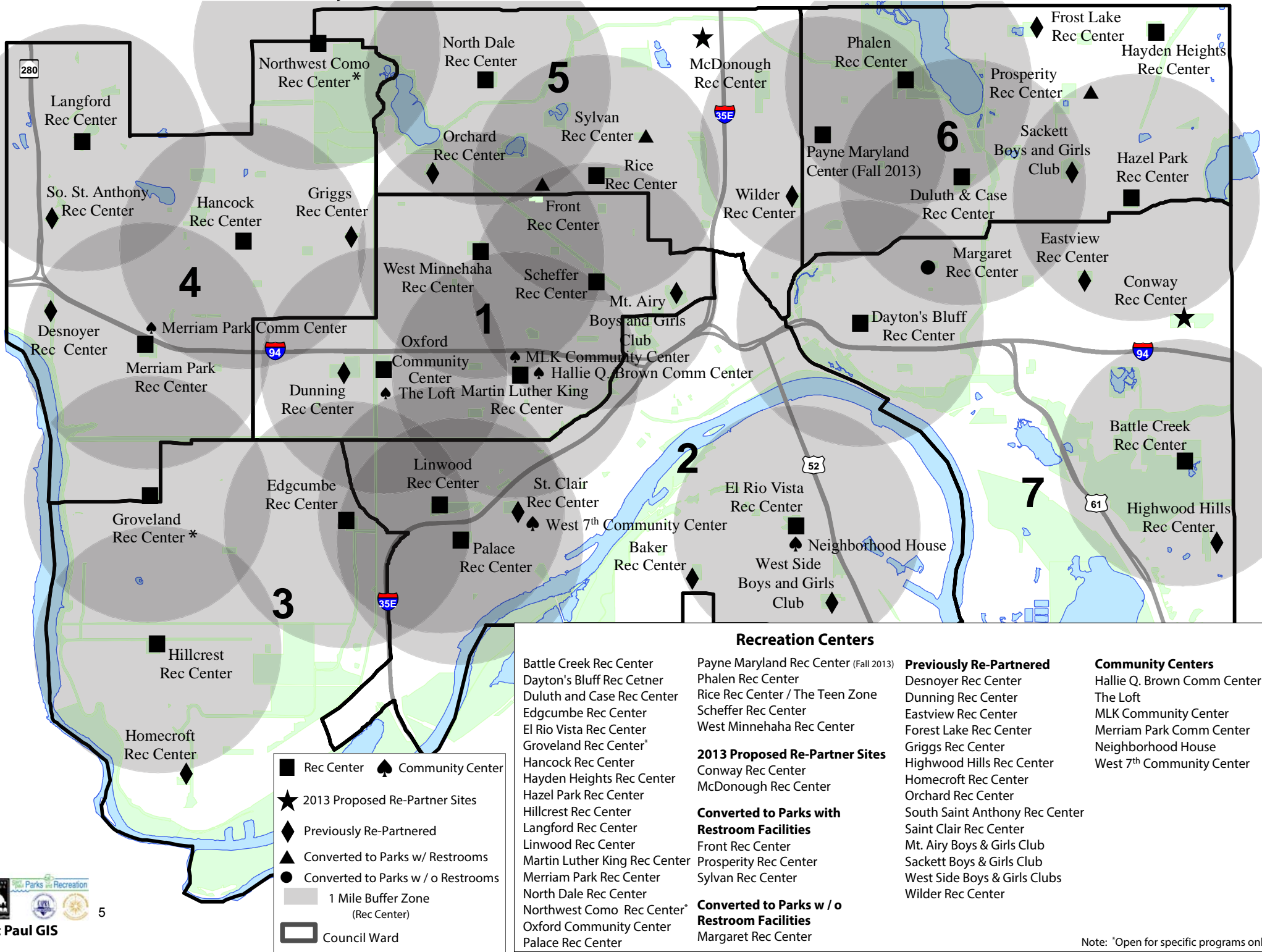
Facility	Group Name	Group Function / Description	Timing	Contract End Date	Billing Status	Payment Status	Partnership History
Frost Lake	ISD 625	N/A	N/A	N/A	N/A	N/A	City programming at the Rec Center ended in 2008. This location is currently managed as part of the connected school by the school district.
Highwood Hills	ISD 625	N/A	N/A	N/A	N/A	N/A	City programming at the Rec Center ended in 2008. This location is currently managed by the school district.
Homecroft	ISD 625	N/A	N/A	N/A	N/A	N/A	City programming at the Rec Center ended in 2008. This location is currently managed as part of the school district.
Baker	ISD 625	Cherokee Heights Elementary	99 Year Renewal	7/1/2078	N/A	N/A	N/A
Daytons Bluff	ISD 625	Dayton's Bluff Elementary	40 Year Renewal	10/31/2040	N/A	N/A	N/A
Groveland	ISD 625	Groveland Elementary	40 Year Renewal	6/26/2018	N/A	N/A	N/A
Hancock	ISD 625	Hancock Elementary	40 Year Renewal	4/12/2027	N/A	N/A	N/A
Jimmy Lee/ Oxford	ISD 625	School District	40 Year Renewal	10/1/2048	Billed through 6/30/12	Paid through 6/30/12	Agreement commenced with the School District on Aug 1, 2008 for joint use of the gyms at Jimmy Lee/Oxford. School District reimburses at a CPI adjusted
NW Como	ISD 625	Chelsea Heights Elementary School	40 Year Renewal	1/2/2015	N/A	N/A	N/A
Rice	ISD 625	Washington Middle School	30 Year Renewal	5/31/2038	N/A	N/A	N/A

Recreation Facilities - Repartnered Vacant since 2007

Community Centers

Facility	Group Name	Group Function / Description	Timing	Contract End Date	Billing Status	Payment Status	Partnership History
Jimmy Lee	The Loft Teen Center	N/A	Monthly	N/A	Billed through 12/31/11	Not paid (2007- 11)	The Loft is responsible for 35% of all Gas, Electric, Water and Sewer charges at Jimmy Lee Recreation Center. This partnership agreement began on May 31, 1983.
MLK	Hallie Q Brown	N/A	Bi Annual	N/A	calculated through 6/30/12	Not paid (1/1/06- 6/30/12)	Contract began on Sept 1, 1972. Hallie Q Brown is responsible for reimbursement of 69% of Utility costs incurred by the City at MLK Rec Center.
MLK	MLK Community Center	N/A	N/A	N/A	N/A	N/A	N/A
St Clair	West 7th Community Center	N/A	N/A	N/A	N/A	N/A	No City programming. West 7th Community Center operates the facility.
Merriam Park	Merriam Community Center	N/A	N/A	N/A	N/A	N/A	N/A
El Rio Vista	Neighborhood House	N/A	N/A	N/A	N/A	N/A	N/A

City of Saint Paul: 2013 Affected Recreation Centers



Rec Center
 Community Center

2013 Proposed Re-Partner Sites

Previously Re-Partnered

Converted to Parks w/ Restrooms

Converted to Parks w / o Restrooms

1 Mile Buffer Zone (Rec Center)

Council Ward

Recreation Centers		
Battle Creek Rec Center	Payne Maryland Rec Center (Fall 2013)	Previously Re-Partnered
Dayton's Bluff Rec Center	Phalen Rec Center	Desnoyer Rec Center
Duluth and Case Rec Center	Rice Rec Center / The Teen Zone	Dunning Rec Center
Edgcombe Rec Center	Scheffer Rec Center	Eastview Rec Center
El Rio Vista Rec Center	West Minnehaha Rec Center	Forest Lake Rec Center
Groveland Rec Center*		Griggs Rec Center
Hancock Rec Center	2013 Proposed Re-Partner Sites	Highwood Hills Rec Center
Hayden Heights Rec Center	Conway Rec Center	Homecroft Rec Center
Hazel Park Rec Center	McDonough Rec Center	Orchard Rec Center
Hillcrest Rec Center		South Saint Anthony Rec Center
Langford Rec Center	Converted to Parks with Restroom Facilities	Saint Clair Rec Center
Linwood Rec Center	Front Rec Center	Mt. Airy Boys & Girls Club
Linwood Rec Center	Prosperity Rec Center	Sackett Boys & Girls Club
Martin Luther King Rec Center	Sylvan Rec Center	West Side Boys & Girls Clubs
Merriam Park Rec Center		Wilder Rec Center
North Dale Rec Center	Converted to Parks w / o Restroom Facilities	
Northwest Como Rec Center*	Margaret Rec Center	
Oxford Community Center		
Palace Rec Center		

Note: *Open for specific programs only.

Comments: **Still have issues with housekeeping (keeping walkways clear) and recording keeping (OSHA logs, fire extinguisher inspection records)**

13. Significant incidents (medical/ police calls/alarm calls – include dates). Please attach relevant documents:
 In November of 2012 a child fell on a piece of playground equipment and cut the bridge of their nose. The family filed an insurance claim against Kids’ Parks policy.

Staff Audit Report

Corrective action needed	Service Partner requirement	Timeline for completion	Parks staff follow-up (verify compliance)

Service Partner attends at least one District Council meeting each year with the District Council in the recreation center’s planning area. **Kid’s Park staff attended all monthly Mac/Groveland District council meeting until July of 2012. They plan on attending Union Park District Council meetings in the future.**

Meeting attended: _____(date)

Service Partner staff members attending: Erica Kragrud-Smith

Service partner’s signature indicates a service audit has been discussed with him/her and that items requiring corrective action will be addressed as timeline suggests. Parks and Recreation Contract Manager’s signature indicates serve audit has occurred, discussion with service partner has taken place, and that items requiring corrective action have been brought to the service partners attention with the expectation that they will be addressed.

 Service Partner

 Date

 Parks and Recreation Contract Manager

 Date

No corrective action is required at this time. All elements of the contract have been complied with. Incidents have been managed effectively.

 Service Partner

 Date

 Parks and Recreation Contract Manager

 Date

Summary of Repartnership Agreement & Financials Kids Park at Desnoyer Recreation Center

Financial Agreement

The parties have agreed that in lieu of payment KidsPark shall be responsible for up to \$2,500 for utilities (gas and electric) during the term of this contract, the entire cost for interior maintenance, and shall at its own cost, staff and schedule the use of the center. The CITY shall invoice KidsPark quarterly for utility costs.

The CITY will be responsible for payment for water and sewer utility costs at Desnoyer.

Contract Terms

The term of this agreement shall be for 1 year, from 1/1/2013 through 12/31/2013

Payment History (billed through 12/31/2012)

Date Range	RB#	Amount		Balance
		Original	Paid	Outstanding
Feb 09 - Sept 09	111864	2,650.59	2,650.59	0.00
Oct 09 - Dec 09	113346	856.61	856.61	0.00
Jan 10 - Mar 10	114658	1,806.52	1,806.52	0.00
Apr 10 - June 10	115409	788.61	788.61	0.00
July 10 - Sept 10	116281	603.18	603.18	0.00
Oct 10 - Dec 10	117452	897.30	897.30	0.00
Jan 11 - Mar 11	118474	1,981.25	1,981.25	0.00
Apr 11 - June 11	119252	1,100.59	1,100.59	0.00
Jan 12 - Mar 12	123279	1,449.06	1,449.06	0.00
Apr 12 - June 12	124162	737.08	737.08	0.00
July 12 - Sept 12	125487	780.59	780.59	0.00
Oct 12 - Dec 12	126227	639.17	639.17	0.00
Total		14,290.55	14,290.55	0.00

SAFETY/SECURITY SITE INSPECTION REPORT

DATE: 4/9/12 Denoyer Recreation Center

INSPECTOR(S): L Waldorf

	OK	Needs Imp	Corrective Action/Date	Notes
Chemical containers labeled and stored properly	X			
MSDS Book available and complete		X	Book dated 2004, needs to be updated	Need to create a 30 year folder to store unused chemical MSDS sheet
PPE available and in good condition (F.A. Kits/Janitorial, etc.)	NA			
Fire extinguisher inspection records		X	Never checked	Staff to check monthly for: cracked hoses insure the correct pressure & pins are in place. Date & initial.
Fire extinguishers present and labeled - Mounted	X			
A.E.D. / Oxygen Maintenance Checklist	NA			
Floors/stairways clean - anti-slip surface	X			
EXITS marked, suitably illuminated	X			
"No EXIT" doors clearly marked	X			
OSHA Logs on File	NA			Retain for 4-years & the Safety Office retains the current year.
Facility Exterior, Grounds	X			
General housekeeping practices		X	See comments below	
"Statement of Health & Safety Manual" A.W.A.I.R (A Accident & Injury Reduction Program)	NA			
OSHA poster/accident and injury forms (12 posters needed)	NA			
Facility Emergency Manual	NA			
Eye Wash Stations	NA		Check eye solution for current dates	Weekly checked and run water for 3 minutes.



CITY OF SAINT PAUL
 Mayor Christopher B. Coleman



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 Facsimile: 651-292-7405
 TTY: 651-266-6378

Internal Security Inspection Form

Location: Denoyer	Date: 4/9/12	Time: 8 am	Inspector: L Waldorf
LIGHTING		VANDALISM	
General: good		General: Good	
		WINDOWS	
		General: Good	
ALARM			
Good			
Fire: good		SPECIAL CONCERNS	
DOORS/LOCKS			
Handles: OK			
Strike Plates: OK			
Latch Plates: OK			
Latch Guard: OK			
Other:			
Recommendations as a result of visit:			

Comments/Concerns:

- Game Room: Housekeeping, clear walkway in closet area.
- Storage Area: Major housekeeping clear walkway.
- Electrical Room: Electrical box blocked, tables and or cots need to be removed from this area, this area must be completely clear.
- Office Storage: Housekeeping, clear floor in area.

Please make proper corrections and updates, OSHA policies and procedures are in place to ensure employee safety in the work place. Failure to make recommended improvements can result in serious fines to the City of St Paul, Parks Department of Parks and Recreation.

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