

Parks - 2016 Council Budget Meeting Materials

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2016 Council Proposed Budget Questions

- Please summarize the major spending and financing changes included in your department's 2016 budget proposal. Please list the dollar amounts associated with these changes. **See Attachment A**
- How will services be affected by the proposed budget changes (please provide specific examples)? **See Attachment A**
- Please list any grants that are ending that have a significant impact on your budget? How are you handling it? What large grants are you applying for that will have long-term budget impacts or match requirements? **See Attachment B**
- Please describe FTE changes in your department's proposed 2016 budget? What types of position(s) and how many are being affected? If FTEs are being eliminated, please indicate if the position(s) are currently vacant or filled. If FTEs are being added, please describe the duties of the new position(s) and the need for the additional position(s). **See Attachment C**
- What innovations has your department recently accomplished? What innovations are you currently working on or planning for in the future? **See Attachment D**
- Is your department anticipating any additional large budget needs or pressures in the future? How does your department plan to address changing service demands as a result of future demographic changes?
 - There are several capital projects that will likely add budget pressure to Parks' operations in future years. The largest:
 - i. Grand Round – maintenance and snow removal for trail system
 - ii. Great River Passage – maintenance needed upon completion of projects
 - iii. Scheffer Recreation Center – maintenance needed upon completion
 - iv. Seals & Sea Lions – maintenance and habitat preservation
 - In addition to these projects, maintaining existing facilities as well as other recent planned capital projects will continue to be a challenge.
- If you had additional funding, what would you add to your budget to improve service delivery to the public? **See Attachment E**

Other items requested of all departments:

- List of fund balances with columns for name of fund; description of fund; 2012, 2013, and 2014 year-end fund balances; most recent cash balance; and notes/comments including how much is reserved and for what purpose. **See Attachment F**

- A list of proposed fee or rate changes with information on the amount of the fee/rate change, the reason for it, the last time the fee/rate was changed, how much the change is anticipated to raise, and homeowner impact, if applicable. **See Attachment G**
- A detailed org chart with job titles and the number of FTEs in them and a differentiation between management and line staff, if possible. **See Attachment H**
- List of top 3-5 department priorities, please also include specific performance measures and department goals **See Attachment I**
- Completed financial summary template for the general fund and any other funds requested. **See Attachment J**

Supplemental Questions for Parks:

- Palace Rec Center – explained in **Attachment A (page 5)**, plus additional detail on **Attachment K**
- Light Rail Median Maintenance – explained in **Attachment A (page 6)**
- Great River Passage – There is \$150,000 of funding in both the general fund and grants fund. Details are explained in **Attachment A, pages 6 and 8**.
- Voucher program increase – related to fee increase; **see Attachment G (page 22)**
- Highland Golf Debt Service – explained in **Attachment A (page 13)**

2016 Proposed Budget

Parks and Recreation

Fiscal Summary

	2014 Adopted	2015 Adopted	2016 Proposed	Change	% Change	2015 Adopted FTE	2016 Proposed FTE
Spending							
100: General Fund	27,181,235	28,023,809	29,252,614	1,228,805	4.4%	306.30	305.42
200: City Grants	3,220,731	3,075,774	3,039,458	(36,316)	-1.2%	58.10	57.10
228: Charitable Gambling	25,000	25,000	25,000	-	0.0%	-	-
230: Right-of-Way Maintenance	4,711,820	4,828,081	4,829,777	1,696	0.0%	41.20	41.20
260: Parks and Rec Special Projects	5,288,512	5,066,562	4,529,458	(537,104)	-10.6%	28.44	28.44
261: Como Campus	5,877,363	5,897,803	5,998,885	101,082	1.7%	55.45	55.45
262: Parkland Replacement	200,000	200,000	200,000	-	0.0%	-	-
263: Lowertown Ballpark	-	-	695,570	695,570	-	-	-
560: Parks Memorials	2,000	2,000	2,000	-	0.0%	-	-
660: Parks Special Services	5,944,204	4,063,473	3,949,397	(114,076)	-2.8%	25.89	27.09
760: Parks Supply and Maintenance	6,232,054	5,813,420	6,026,390	212,970	3.7%	39.10	39.80
Total	58,682,919	56,995,922	58,548,549	1,552,627	2.7%	554.48	554.50
Financing							
100: General Fund	3,135,998	3,150,143	3,360,390	210,247	6.7%		
200: City Grants	3,220,731	3,075,774	3,039,458	(36,316)	-1.2%		
228: Charitable Gambling	25,000	25,000	25,000	-	0.0%		
230: Right-of-Way Maintenance	4,711,820	4,828,081	4,829,777	1,696	0.0%		
260: Parks and Rec Special Projects	5,288,512	5,066,562	4,529,458	(537,104)	-10.6%		
261: Como Campus	5,877,363	5,897,803	5,998,885	101,082	1.7%		
262: Parkland Replacement	200,000	200,000	200,000	-	0.0%		
263: Lowertown Ballpark	-	-	695,570	695,570	-		
560: Parks Memorials	2,000	2,000	2,000	-	0.0%		
660: Parks Special Services	5,944,204	4,063,473	3,949,397	(114,076)	-2.8%		
760: Parks Supply and Maintenance	6,232,054	5,813,420	6,026,390	212,970	3.7%		
Total	34,637,682	32,122,256	32,656,325	534,069	1.7%		

Budget Changes Summary

Resources in Parks have been added in several areas to support department priorities. Staffing, overhead and utilities have been added for the expanded Palace Rec Center and to maintain medians along the Green Line. New appropriations are also included to advance efforts on the development of the Great River Passage. Several parks fees were reviewed for possible increases to cover associated expenses, including aquatic fees and fees associated with road races and fun runs.

100: General Fund

Parks and Recreation

		Change from 2015 Adopted		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
Current Service Level Adjustments		471,683	-	-
	Subtotal:	<u>471,683</u>	<u>-</u>	<u>-</u>
Palace Rec Center				
The remodel of Palace Recreation Center was approved through the CIB process during the 2014-2015 appropriation cycle and is scheduled to reopen in 2016. The newly remodeled building will have a 35% increase in square footage and new dedicated spaces for teens and the Rec. Check program. As such, staffing levels will increase to provide greater building support and maintenance.				
Community Rec Leader		43,415	-	1.00
Parks Worker		28,285	-	0.50
Pipefitter		38,038	-	0.25
Non-personnel increases		57,918	-	
	Subtotal:	<u>167,656</u>	<u>-</u>	<u>1.75</u>

		Change from 2015 Adopted		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
Light Rail Median Maintenance				
With the addition of the light rail transit Green Line to the City's transit network comes the new obligation of maintaining the median along the line. Ongoing resources for staff, training and materials have been added to the General Fund to meet this obligation.				
Staff resources		176,976	-	1.70
Plant materials and training for staff		119,211	-	-
	Subtotal:	296,187	-	1.70
Great River Passage				
The City has secured a State of MN Legacy grant, which will provide \$150,000 each of the next two years to help support the development of the Great River Passage, which is envisioned as a consolidation of seventeen miles of parklands along the Mississippi River into a single, integrated riverfront park system. The grant requires a city match of \$150,000 bringing total investment to \$300,000 in 2016.				
Grant matching resources		150,000		
	Subtotal:	150,000	-	-
Revenue Increases				
Parks continues to work to keep programs accessible to the public, while also maintaining quality services and facilities. Fees were reviewed in consideration of both costs required to provide the service and Saint Paul's fees relative to other comparable parks systems in the region. Budgeted fee adjustments include increases to daily admission fees at city aquatic facilities and fees to offset the cost of hosting road races and fun runs. In both cases, the increased fees remain competitive with those of neighboring communities. To help mitigate the impact of the aquatic fee increase, a fee waiver program is being fully implemented to ensure broad access throughout the community.				
Aquatics admission fee (\$1 per day)			82,029	-
Walk/Run participant fee			103,218	-
Aquatic fee assistance		25,000	25,000	-
	Subtotal:	25,000	210,247	-

Resource Realignment

Several resource realignments are included in the proposed budget that impact budgeted FTE counts. A position that was formerly budgeted in the grant fund shifts to the general fund to more accurately align with reporting requirements. An equivalent amount of costs are still billed back to the grant fund. Also, budget authority is adjusted from staffing to non-personnel costs to more accurately reflect historical spending patterns. Neither of these changes are expected to impact service levels.

Transfer from Right Track Program	60,579	-	1.00
Resource reallocation - staff reduction	(127,056)	-	(5.33)
Resource reallocation - increase in non-personnel costs	127,056	-	-
Subtotal:	<u>60,579</u>	<u>-</u>	<u>(4.33)</u>

Lowertown Ballpark Loan Repayment

Part of the financing package for CHS Field in Lowertown included a partially-forgivable loan from the State of MN Department of Employment and Economic Development. This payment is booked as a transfer to new Special Fund 263: Lowertown Ballpark, which handles all revenues and payments related to the ballpark.

DEED loan repayment	57,700	-	-
Subtotal:	<u>57,700</u>	<u>-</u>	<u>-</u>

Fund 100 Budget Changes Total

<u>1,228,805</u>	<u>210,247</u>	<u>(0.88)</u>
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200: City Grants**Parks and Recreation**

Budgets for the Parks department's major grant-funded activities are contained in the City Grants fund. Ongoing grant programs include Right Track Program (formerly Youth Job Corp), Como Circulator, regional park maintenance, and arts and gardening grants.

		Change from 2015 Adopted		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
Current Service Level Adjustments		71,406	10,827	-
	Subtotal:	71,406	10,827	-
Grants				
Two significant changes are included in the City Grants budget: A grant from the Wallace Foundation is reducing from \$247,143 to \$50,000, and the city is receiving a new MN Legacy Grant to help develop the Great River Passage. The shift of staff to the General Fund as referenced above is also included among the changes from 2015.				
Wallace Foundation Grant		(197,143)	(197,143)	
MN Legacy Grant - Great River Passage		150,000	150,000	
Transfer to General Fund		(60,579)		(1.00)
	Subtotal:	(107,722)	(47,143)	(1.00)
Fund 200 Budget Changes Total		(36,316)	(36,316)	(1.00)

228: Charitable Gambling**Parks and Recreation**

This fund tracks proceeds received and expenses incurred in providing fee assistance support to youth programs.

		Change from 2015 Adopted		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
No Changes from 2015 Adopted Budget		-	-	-
	Subtotal:	-	-	-
Fund 228 Budget Changes Total		-	-	-

230: Right-of-Way Maintenance**Parks and Recreation**

Costs associated with maintaining the public right-of-way, including street tree trimming, and median and trail maintenance are budgeted in the Right-of-Way (ROW) Maintenance fund.

		Change from 2015 Adopted		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
Current Service Level Adjustments		1,696	1,696	-
	Subtotal:	1,696	1,696	-
Fund 230 Budget Changes Total		1,696	1,696	-

260: Parks and Rec Special Projects**Parks and Recreation**

The Parks and Recreation Special Projects fund includes fee supported recreation programs.

		Change from 2015 Adopted		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
Current Service Level Adjustments		24,546	24,546	-
Subtotal:		<u>24,546</u>	<u>24,546</u>	<u>-</u>
CHS Field				
The ballpark debt payment and revenues move to a new, dedicated fund to meet financial reporting requirements. 2015 resources are eliminated below and 2016 resources are reflected in Fund 263.				
CHS Field debt service adjustment		(561,650)	(561,650)	
Subtotal:		<u>(561,650)</u>	<u>(561,650)</u>	<u>-</u>
Fund 260 Budget Changes Total		<u>(537,104)</u>	<u>(537,104)</u>	<u>-</u>

261: Como Campus**Parks and Recreation**

This fund includes operating costs for Como Zoo and Conservatory.

	Change from 2015 Adopted		
	<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
Current Service Level Adjustments	101,082	101,082	-
Fund 261 Budget Changes Total	<u>101,082</u>	<u>101,082</u>	<u>-</u>

262: Parkland Replacement**Parks and Recreation**

This fund accounts for Parkland Easement revenues from outside agencies and the tracking of land purchases as well as any use or funding restrictions that may be associated with specific land parcels.

	Change from 2015 Adopted		
	<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
No Changes from 2015 Adopted Budget	-	-	-
Subtotal:	<u>-</u>	<u>-</u>	<u>-</u>
Fund 262 Budget Changes Total	<u>-</u>	<u>-</u>	<u>-</u>

263: Lowertown Ballpark**Parks and Recreation**

This fund accounts for the City's operating and maintenance obligations related to the new baseball stadium in Lowertown.

		Change from 2015 Adopted		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
Ballpark - Specific Expenses				
As part of the financing package for CHS Field, the City has multiple dedicated revenue sources from within the ballpark and debt service expenses, which are required to be financially segregated for reporting purposes. Due to this requirement, these costs are moving from Fund 260. Included below are the obligated 2016 expenses for debt service and loan repayments.				
Debt Service		637,870	637,870	-
DEED loan repayment		57,700	57,700	-
	Subtotal:	695,570	695,570	-
Fund 263 Budget Changes Total		<u>695,570</u>	<u>695,570</u>	<u>-</u>

560: Parks Memorials**Parks and Recreation**

Parks and Recreation's permanent funds include two trust funds dedicated to maintaining amenities at the Como Conservatory: the Japanese Garden, and the Hiller and Lois Hoffman Memorial.

		Change from 2015 Adopted		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
No Changes from 2015 Adopted Budget				
	Subtotal:	-	-	-
Fund 560 Budget Changes Total		<u>-</u>	<u>-</u>	<u>-</u>

660: Parks Special Services**Parks and Recreation**

Operating budgets for the City's golf courses still under City management, winter ski program, concessions, and citywide special events reside in the Parks Special Services fund.

		Change from 2015 Adopted		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
Current Service Level Adjustments		87,074	87,074	-
	Subtotal:	<u>87,074</u>	<u>87,074</u>	<u>-</u>
Golf Debt				
The proposed budget utilizes one-time revenue to defease outstanding debt on Highland National Golf Course, which will eliminate annual payments totaling \$564,000. This reduces costs in both the general fund (\$200,000) and the Parks Special Services fund (\$364,000), which will greatly improve the fund's financial stability.				
Debt Service		(364,150)	(364,150)	-
	Subtotal:	<u>(364,150)</u>	<u>(364,150)</u>	<u>-</u>
Pool Concessions				
Parks has adjusted revenue and expenditure expectations in the aquatics area to more accurately reflect historical performance in pool operations. The increased staffing reflects recognizing more seasonal help needed at the pools.				
Pool concessions		163,000	163,000	1.20
	Subtotal:	<u>163,000</u>	<u>163,000</u>	<u>1.20</u>
Fund 660 Budget Changes Total		<u>(114,076)</u>	<u>(114,076)</u>	<u>1.20</u>

760: Parks Supply and Maintenance**Parks and Recreation**

This fund is responsible for summary nuisance abatement (e.g., sidewalk snow removal, grass mowing, trash hauling, etc.) when property owners fail to comply with city codes. Costs for grounds maintenance on Planning and Economic Development owned property, Forestry support, landscape design for capital projects and the Parks fleet and equipment storeroom are also budgeted in this fund.

		Change from 2015 Adopted		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
Current Service Level Adjustments		152,467	152,467	0.10
Subtotal:		<u>152,467</u>	<u>152,467</u>	<u>0.10</u>
Landscape Design				
Parks has an increased need for design work related to capital projects. As a result, there is an added 0.6 FTE for landscape design, where the costs are billed to capital project accounts.				
Staffing adjustments		60,503	60,503	0.60
Subtotal:		<u>60,503</u>	<u>60,503</u>	<u>0.60</u>
Fund 760 Budget Changes Total		<u><u>212,970</u></u>	<u><u>212,970</u></u>	<u><u>0.70</u></u>



CITY OF SAINT PAUL

Mayor Christopher B. Coleman

400 City Hall Annex
25 West 4th Street
Saint Paul, Minnesota 55102
www.stpaul.gov/parks

Telephone: 651-266-6400
Facsimile: 651-292-7311

Attachment B**Grant Changes**

Please list any grants that are ending that have a significant impact on your budget? How are you handling it?

The Wallace and Kellogg Foundation grants that helped establish Sprockets - Saint Paul's Out of School Network, will be ending as scheduled by the end of 2015. The program will have enough funding from other sources to operate through 2016, but will need alternative financing beginning in 2017. Staff are currently assessing all potential non-city resources for addressing this financing gap, and are starting fundraising efforts now to identify financing options starting in 2017.

What large grants are you applying for that will have long-term budget impacts or match requirements?

Youthprise received federal workforce dollars and plans to pursue additional funding later this fall. The program will be well-positioned to apply for and receive additional funds. If received, they would most likely be used to expand the current Vehicle Mechanic intern program, or launch a CDL and/or Nursing career pathway program(s). The minimum grant will be \$100,000 for each of three years, which will require a match.



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Please describe FTE changes in your department's proposed 2016 budget? What types of position(s) and how many are being affected? If FTEs are being eliminated, please indicate if the position(s) are currently vacant or filled. If FTEs are being added, please describe the duties of the new position(s) and the need for the additional position(s).

Increased Programming

Light Rail Transit Median Maintenance	1.70	Ongoing funding added for staff
Palace Rec Center Reopening	1.75	Community Rec Leader and additional hours for Parks Workers

Reallocation of Resources

Swimming and Special Services Concessions	(3.43)	Moved resources from personnel to non-personnel to reflect actual spending and staffing trends
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Total FTE Adjustments	0.02	
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Summary of FTE Changes

2015 Adopted Budget	554.48
Adjustments	0.02
2016 Parks Proposed Budget	554.50



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Saint Paul, Minnesota 55102
www.stpaul.gov/parks

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Facsimile: 651-292-7311

Attachment D

Innovations

PARTNERSHIPS

CHS Field

The new ballpark in Lowertown opened in 2015 and utilizes energy services from both Xcel Energy and District Energy to achieve the maximum level of energy efficiency possible. Rainwater re-use and solar energy are just two of the many features of the ballpark that were accomplished because of partnerships helping making CHS Field one of the “greenest” ballparks in the nation.

Como Dockside

The new vendor for the Como Lakeside Pavilion, Como Dockside began operating in May 2015, and in response to community feedback, is now offering a very popular full service restaurant, concession, outdoor recreation, and enhanced music line-up. The agreement with Como Dockside enables the city to share in revenues, while requiring the vendor to invest in the facility as well as meet minimum performance expectations.

SOFTWARE, TECHNOLOGY, AND MEDIA

eBuilder

eBuilder – the web-based capital project management system that has been in development for more than 3 years, was implemented and fully integrated with INFOR in 2015. Reducing costs related to tracking construction and design projects, eBuilder allows for more intuitive and streamlined construction management. The web-based program will eliminate inefficiencies stemming from duplicated processes, empower project managers and internal stakeholders to have more real-time information, and improve information sharing on all capital projects. Depending on the successes of the department’s use of the software, eBuilder may be looked at for implementation in the Public Works and Water Departments.

Park Finder

In June, Saint Paul Parks and Recreation launched the Park Finder mobile-friendly website. Park Finder is a location based website designed to help users find Saint Paul parks, recreation centers, activities, events, and park amenities nearby. Park Finder offers users the ability to search over 180 parks and facilities, over sixty different amenities, and hundreds of events from any desktop or mobile device. Park Finder can be accessed at stpaul.gov/parkfinder

WiFi

The Department is currently reviewing plans with the Office of Technology and Communications for offering free public WiFi at all remaining recreation centers currently without WiFi. In addition to recreation centers, other high profile locations (ex. Harriet Island) are also being reviewed as possible install locations for 2016.

Instagram

In August, Saint Paul Parks and Recreation started an Instagram account to help promote the beauty and diversity of our parks, facilities and events as well as access a new demographic previously not reached through other marketing methods. Utilizing Instagram fits into the overall social strategy of the department for helping market and promote broad awareness of services, events, and facility information. The page can be found at [instagram.com/saintpaulparks](https://www.instagram.com/saintpaulparks)

Annual Report

Saint Paul Parks and Recreation launched an entirely new type of annual report for 2014. Rather than creating a PDF or printed version as in years past, the 2014 annual report is entirely web based and features videos, high resolution photographs, and the ability to translate text instantly into twelve languages including Hmong, Spanish, and Somali. The annual report is available at saintpaulparks2014.org.

PROGRAMMING AND COMMUNITY ENGAGEMENT

Tuj Lub

The City's first Tuj Lub courts, located at Duluth & Case Recreation Center, will be ready for use following fall construction. Tuj Lub, which is currently a popular recreational sport in the Hmong culture, will become a new amenity for all residents to enjoy, and plans are in the works to help grow the awareness of the sport by developing programming options for the courts.

Fitness in the Parks

The award winning Fitness in the Parks program, which is in its second season, has expanded to additional park locations citywide and welcomes participants at no charge for group sessions of yoga, CrossFit®, and Insanity® fitness programs.

Foot Golf

To help capture the younger and family demographic, and add a new service and revenue generating tool at the Highland 9 golf course, Foot Golf will begin to be offered in the fall of 2015. Foot Golf, which requires a basic set-up and configuration on the course that allows customers to use their feet as opposed to clubs, has become a popular feature at a number of area courses.



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25 West 4th Street
Saint Paul, Minnesota 55102
www.stpaul.gov/parks

Telephone: 651-266-6400
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Attachment E**Additional Funding Priorities**

Parks and Recreation has prioritized service improvements that could be implemented with additional funding.

Services without Dedicated Resources

The department has a number of services that are currently being provided without any dedicated funding. In order to provide these services, the department must adjust service levels to be spread thinner across other areas. Allocating additional funding to these items will enable the department to better support all provided services across the city.

Top department priority

- Human Resources Support Position

Service Levels to Fully Meet Demand

The department has a number of services that either has work that can't be completed at all, or are unable to fully meet public demand. Additional funding would enable the department to address these areas more completely.

Top department priorities

- Increase ROW to reduce trim cycle
- Increase capital outlay in the General Fund to address equipment fleet funding shortfall

Inflationary Needs

Non-personnel cost pressures, including volatile utility prices continues to be a concern to the department.

New Positions

The department would like to improve community engagement efforts, and increase and enhance community health and wellness programming across the city. In order to do this, the department would need to hire additional staff in these areas.

Top department priorities

- Health and Fitness Coordinator
- Community Engagement Specialist



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List of fund balances with columns for name of fund, description of fund, 12/31/13 fund balance, most recent cash balance, and notes/comments including how much is reserved and for what purpose

Funds	Name of Fund	Description	Fund Balance 12/31/2012	Fund Balance 12/31/2013	Variance	*Meets 2013 Fund Balance Policy	Cash Balance 12/31/2012	Cash Balance 12/31/2013	Variance
325	Special Services Enterprise Fund	To account for the operations of golf courses	\$ (6,831,705.00)	\$ (7,394,404.00)	\$ (6,831,705.00)	No	\$ (5,194,619.00)	\$ (6,022,219.00)	\$ (827,600.00)
330	Watergate Marina Fund	To account for the operation and maintenace of the marina.	\$ (116,452.00)	\$ (110,607.00)	\$ (116,452.00)	No	\$ (154,776.00)	\$ (143,584.00)	\$ 11,192.00
334	Municipal Stadium Fund	To account for the operation and maintenace of the municipal stadium.	\$ (231,434.00)	\$ (311,322.00)	\$ (231,434.00)	No	\$ (265,261.00)	\$ (354,922.00)	\$ (89,661.00)
361	Japanese Garden	To account for the donations from the Ordway Family for construction of the japanese garden in como park.	\$ 69,892.00	\$ 68,432.00	\$ 69,892.00	Yes	\$ 67,285.00	\$ 68,951.00	\$ 1,666.00
365	Parks and Rec Special Projects Fund	To account for the design services performed by Parks and Recreation for capital fund projects.	\$ 310,637.00	\$ 348,216.00	\$ 310,637.00	Expected to in 2014	\$ 124,117.00	\$ 507,987.00	\$ 383,870.00
370	Parks and Rec Supply and Maintenance Fund	To account for supplies and equipment for use in playground and parks.	\$ 876,524.00	\$ 961,488.00	\$ 876,524.00	Yes	\$ 238,434.00	\$ 689,048.00	\$ 450,614.00
375	Forestry Special Fund	To account for the services provided to maintain the trees and vegetation growing in the public right-of-way.	\$ (1,204,367.00)	\$ (1,966,043.00)	\$ (1,204,367.00)	No	\$ (2,062,824.00)	\$ (1,839,902.00)	\$ 222,922.00
380	Como Campus Fund	To account for the proceeds and donations from outside parties for the maintenace and operations of the zoo and conservatory.	\$ (2,122,534.00)	\$ (2,263,508.00)	\$ (2,122,534.00)	No	\$ (2,033,055.00)	\$ (2,067,596.00)	\$ (34,541.00)
391	Special Recreation Activities Fund	To account for the user fees to provide recreational programs.	\$ 123,910.00	\$ (6,337.00)	\$ 123,910.00	No	\$ 217,338.00	\$ 18,647.00	\$ (198,691.00)
394	Municipal Athletics Fund	To account for the user fees used to coordinate the operation of a city-wide municipal athletic program.	\$ 570,008.00	\$ 733,017.00	\$ 570,008.00	Yes	\$ 558,843.80	\$ 738,314.00	\$ 179,470.20
399	Charitable Gambling Fund	To account for the administration of gambling receipts for the support of youth athletics.	\$ 133,130.00	\$ 36,849.00	\$ 133,130.00	Yes	\$ 126,760.00	\$ 37,835.00	\$ (88,925.00)
720	Parkland Replacement Fund	To account for the sale of city property for which there is no outstanding debt and use the proceeds to help finance capital projects.	\$ 825,261.00	\$ 590,613.00	\$ 825,261.00	Yes	\$ 809,877.00	\$ 591,844.00	\$ (218,033.00)
729	Parks and Rec Opportunity Fund	To account for the donations and contributions given to the Department of Parks and Recreation for services, supplies, and/or facilities.	\$ 240,853.00	\$ 220,163.00	\$ 240,853.00	Yes	\$ 237,506.00	\$ 224,373.00	\$ (13,133.00)
742	Hiller and Louis Hoffman Memorial Fund	To account for the principal of a trust fund and disbursement of interest derived for perpetual maintenance of a memorial located at the conservatory.	\$ 13,324.00	\$ 13,046.00	\$ 13,324.00	Yes	\$ 12,827.00	\$ 13,144.55	\$ 317.55
860	Parks and Rec Grant Fund	To account for the intergovernmental grants and aids received from federal, state and other agencies to operate Parks and Recreation projects.	\$ 1,283,589.00	\$ 1,563,344.00	\$ 1,283,589.00	Yes	\$ 1,466,756.00	\$ 1,667,343.00	\$ 200,587.00
			\$ (6,059,364.00)	\$ (7,517,053.00)			\$ (5,850,791.20)	\$ (5,870,736.45)	\$ (19,945.25)

* Fund balance policy is to have a fund balance equal to 20% of the yearly budgeted spending.

Proposed Fee & Rate Changes

Fee/Rate Change	Amount of Change	Reason for Change	Last time Fee/Rate was changed	Amount of Expected Revenue increase
Daily Pool Admission Prices	\$1 increase for each type of daily admission fee	Increase revenue sources, while still maintaining a competitive price point.	2008 was the last time daily pool admissions were increased across the board.	\$ 82,029
Walk/Run Fees	\$.50/participant (events under 500) and \$1.00/participant (events over 500)	Increase revenue sources, while still maintaining a competitive price point.	New Fee Proposal	\$ 103,218

Pool voucher distribution process

To ensure that all City of Saint Paul youth have a chance to enjoy our beautiful aquatic centers, in 2016 the Parks and Recreation Department will provide 5,000 free vouchers for families and organizations around the City for use at Como Regional Park Pool, Great River Water Park, and Highland Park Aquatic Center.

We'll ask youth serving organizations in the community to help distribute these vouchers to City of Saint Paul youth and their families who may not otherwise have the resources to visit an aquatic center during the summer. We'll distribute the vouchers to a few dozen organizations in the springtime, to be redeemed at the pools between Memorial Day and December, 31st 2016.

Vouchers will be good for one visit during open swim time to any of the City's great aquatic centers. All guests will need to do is present the physical pass at the admissions area, and that is it. Vouchers will expire at the end of the year, ensuring plenty of opportunity for their use. The hope is that many people who have never had the resources to visit the pool before will be able to take advantage of this program.

Parks and Recreation

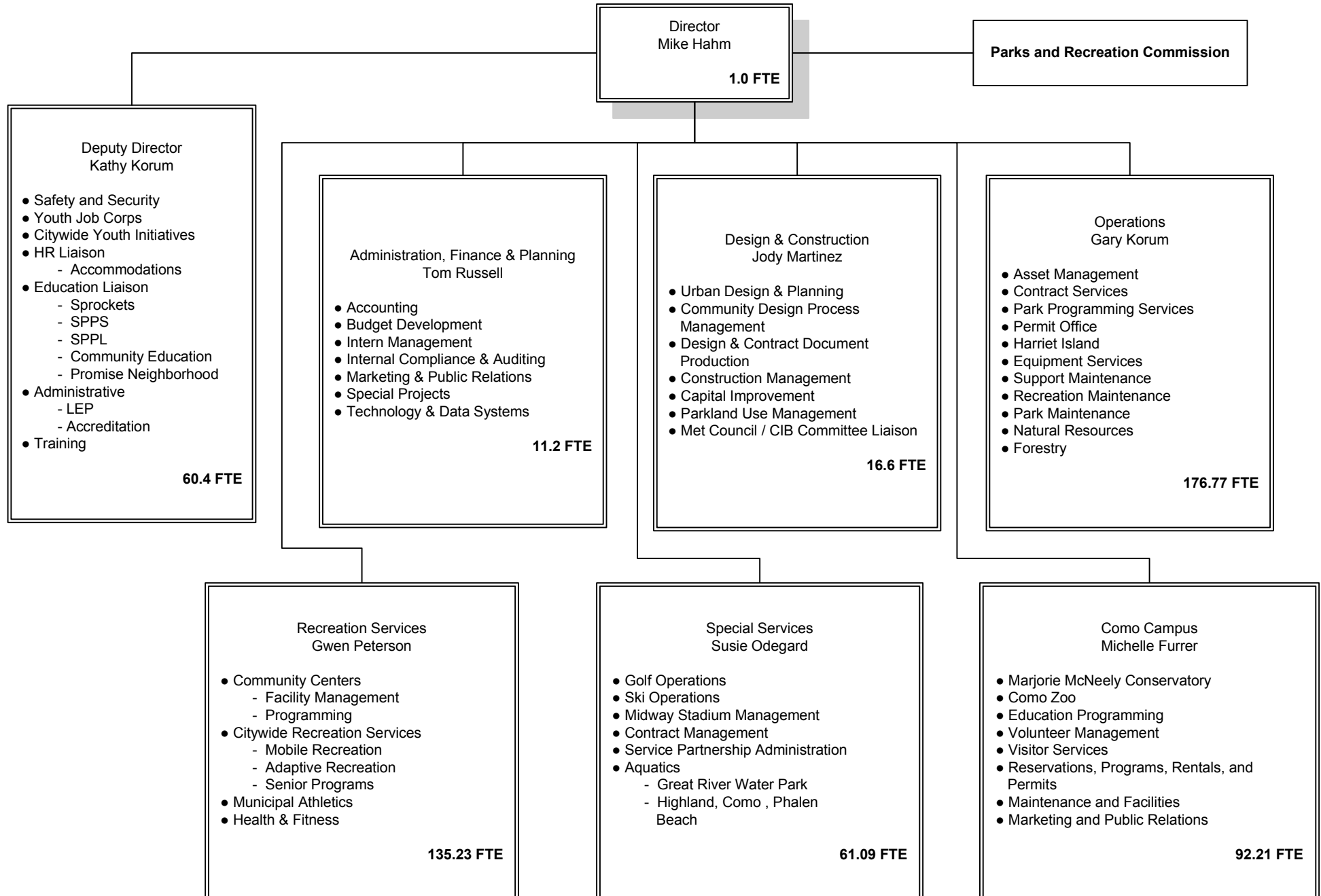
Attachment H

Mission Statement

To help make Saint Paul the Most Livable City in America, Saint Paul Parks and Recreation will facilitate the creation of active lifestyles, vibrant places and a vital environment.

Vision Statement

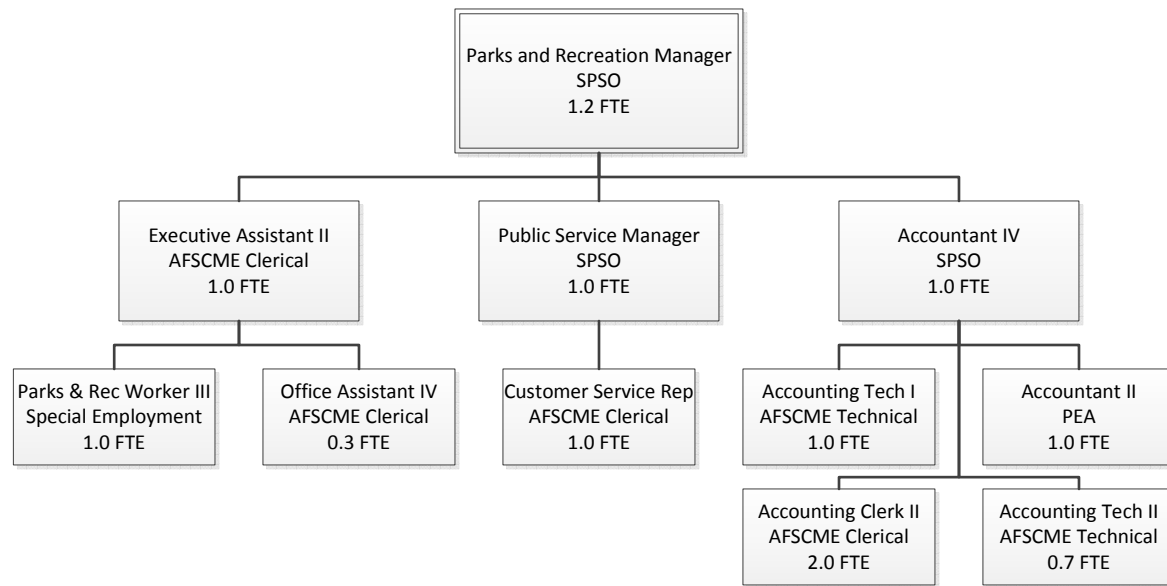
Saint Paul Parks and Recreation will make Saint Paul the Most Livable City in America by: Responding creatively to change, Innovating with every decision, and Connecting the entire city.



(Total 554.5 FTE)

Administration, Finance, and Planning

- Accounting
- Budget Development
- Intern management
- Internal Compliance and Auditing
- Marketing and Public Relations
- Special Projects
- Technology and Data Systems



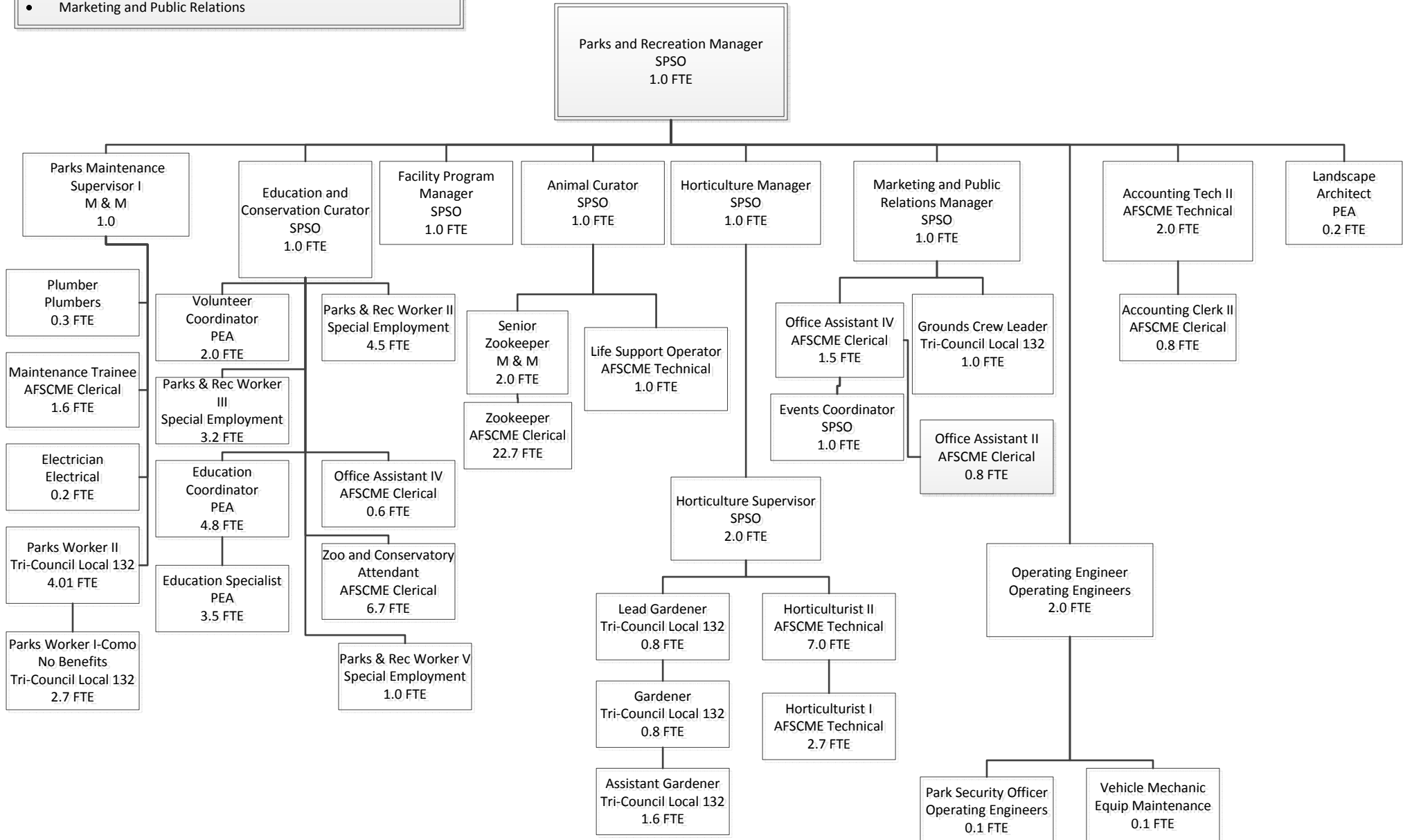
AFSCME Clerical	4.3 FTE
AFSCME Technical	1.7 FTE
Professional Employees Association (PEA)	1.0 FTE
Saint Paul Supervisors Organization (SPSO)	3.2 FTE
Special Employment	1.0 FTE
Total	11.2 FTE

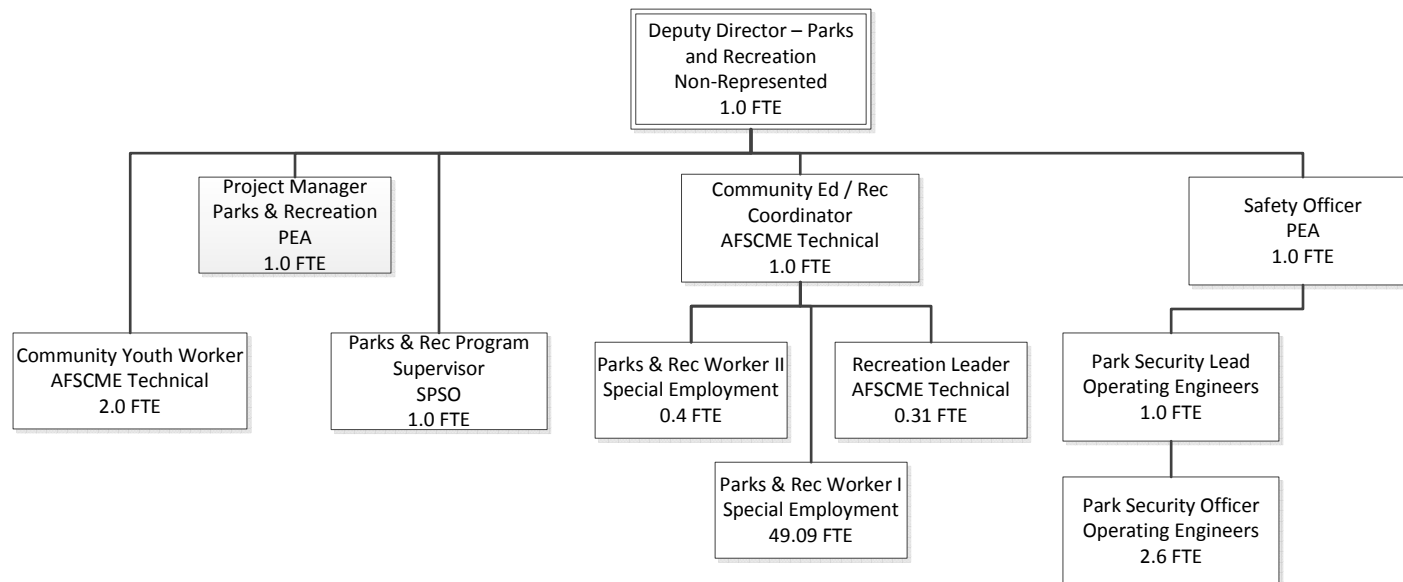
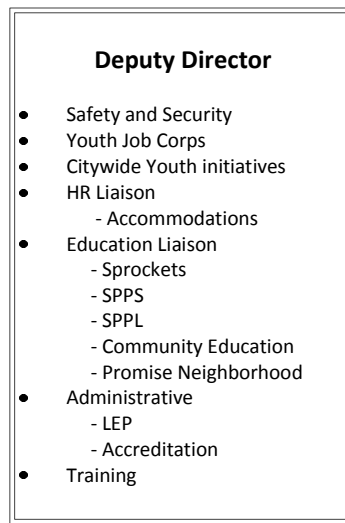
Como Campus

- Marjorie McNeely Conservatory
- Como Zoo
- Education Programming
- Volunteer Management
- Visitor Services
- Reservations, Programs, Rentals, and Permits
- Maintenance and Facilities
- Marketing and Public Relations

AFSCME Clerical
AFSCME Technical
Electrical
Equipment Maintenance
Manual & Maintenance (M & M)
Operating Engineers

34.7 FTE	Plumbers	0.3	FTE
12.7 FTE	Professional Employees Association (PEA)	10.5	FTE
0.2 FTE	Saint Paul Supervisors Organization (SPSO)	9.0	FTE
0.1 FTE	Special Employment	8.7	FTE
3.0 FTE	Tri-Council Local 132	10.91	FTE
2.1 FTE	Total	92.21	FTE

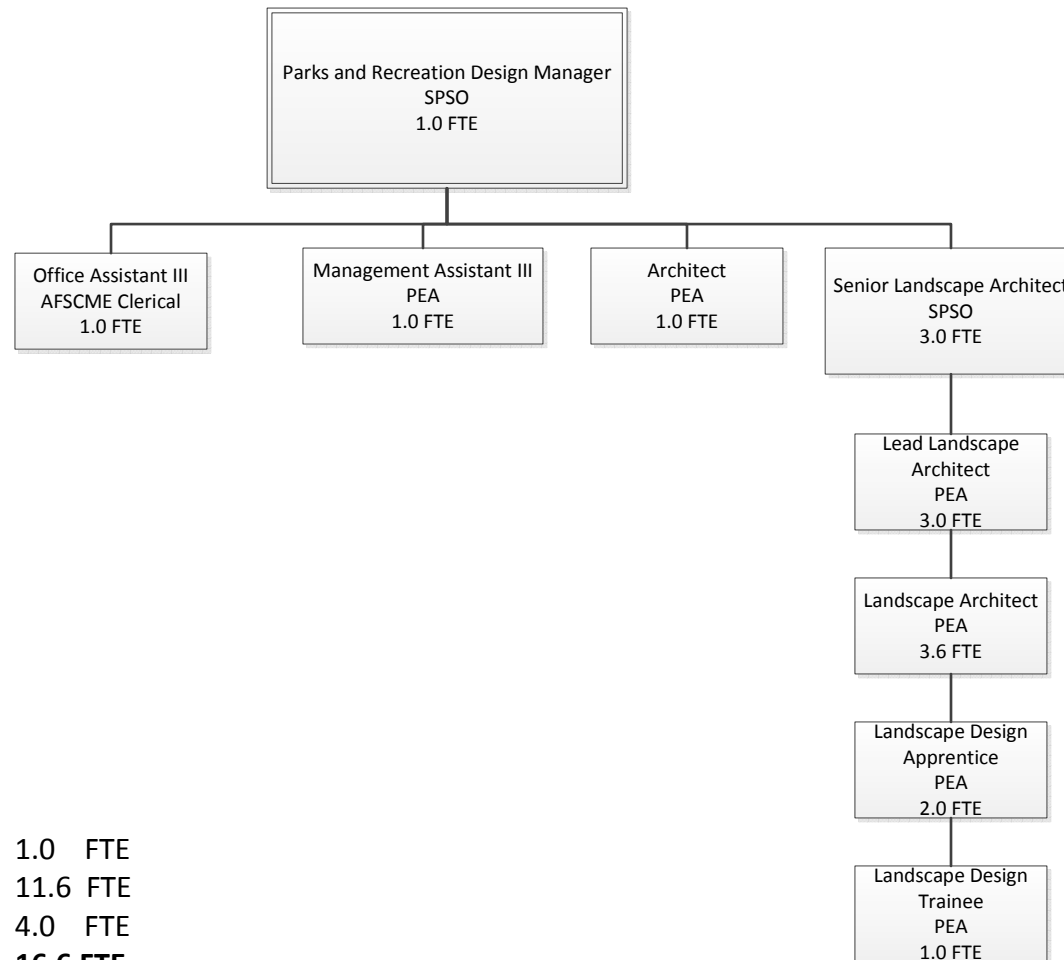




AFSCME Technical	3.31 FTE
Non-Represented	1.0 FTE
Operating Engineers	3.6 FTE
Professional Employees Association (PEA)	2.0 FTE
Saint Paul Supervisors Organization (SPSO)	1.0 FTE
Special Employment	49.49 FTE
Total	60.4 FTE

Design and Construction

- Urban Design and Planning
- Community Design Process Management
- Design and Contract Document Production
- Construction Management
- Capital Improvement
- Parkland Use Management
- Met Council / CIB Committee Liaison

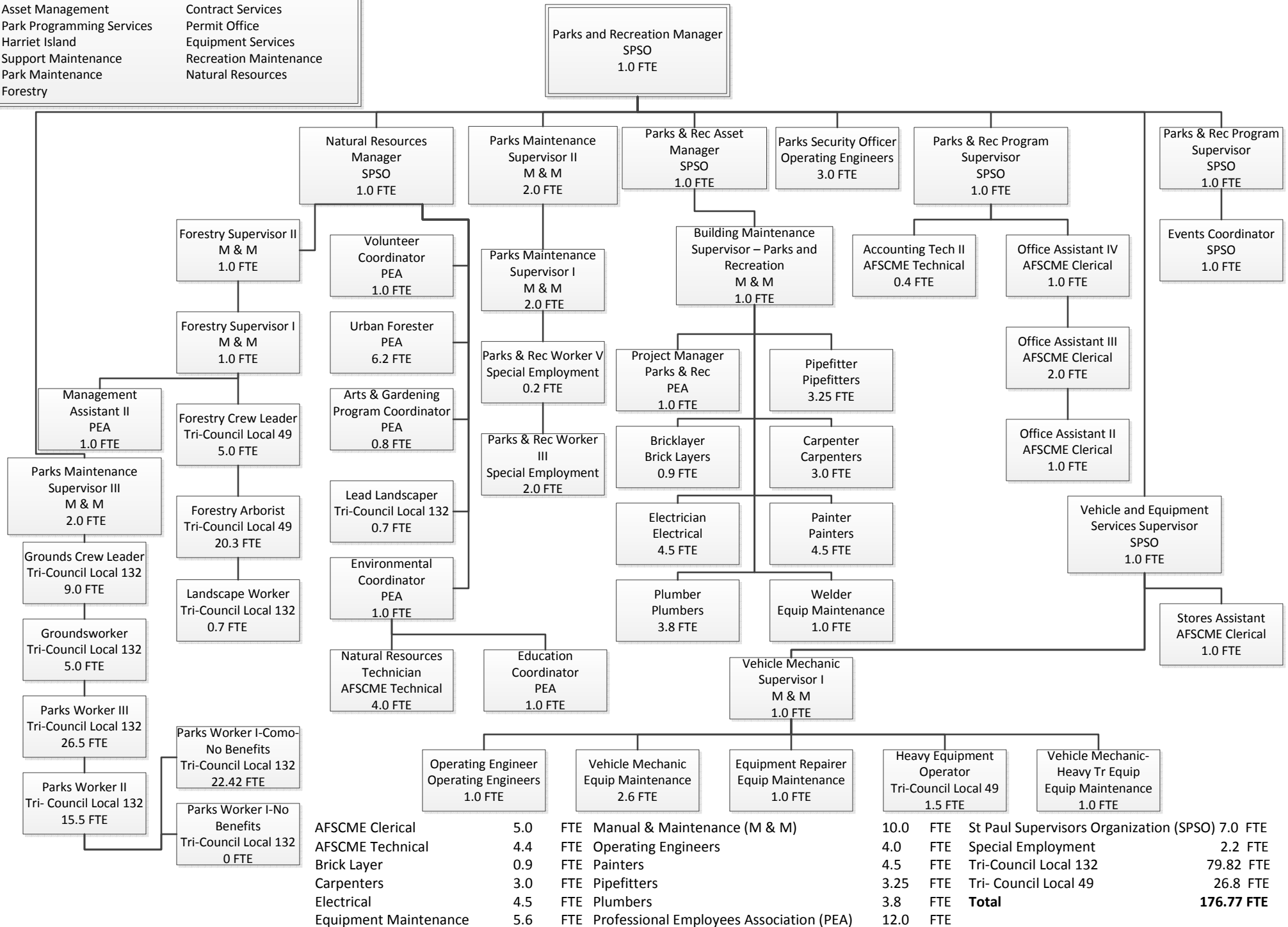


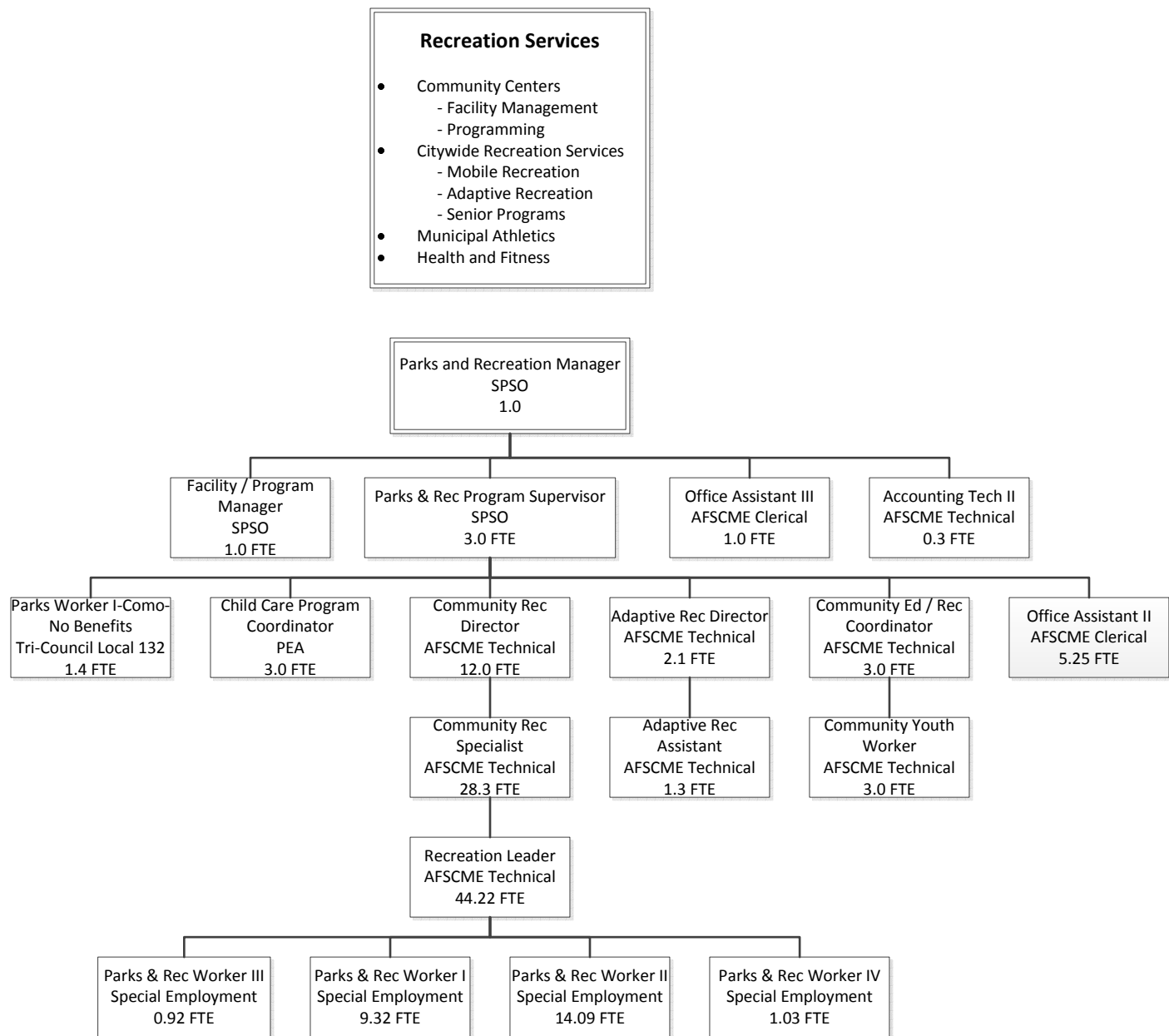
AFSCME Clerical	1.0 FTE
Professional Employees Association (PEA)	11.6 FTE
Saint Paul Supervisors Organization (SPSO)	4.0 FTE
Total	16.6 FTE

Operations

Asset Management
Park Programming Services
Harriet Island
Support Maintenance
Park Maintenance
Forestry

Contract Services
Permit Office
Equipment Services
Recreation Maintenance
Natural Resources

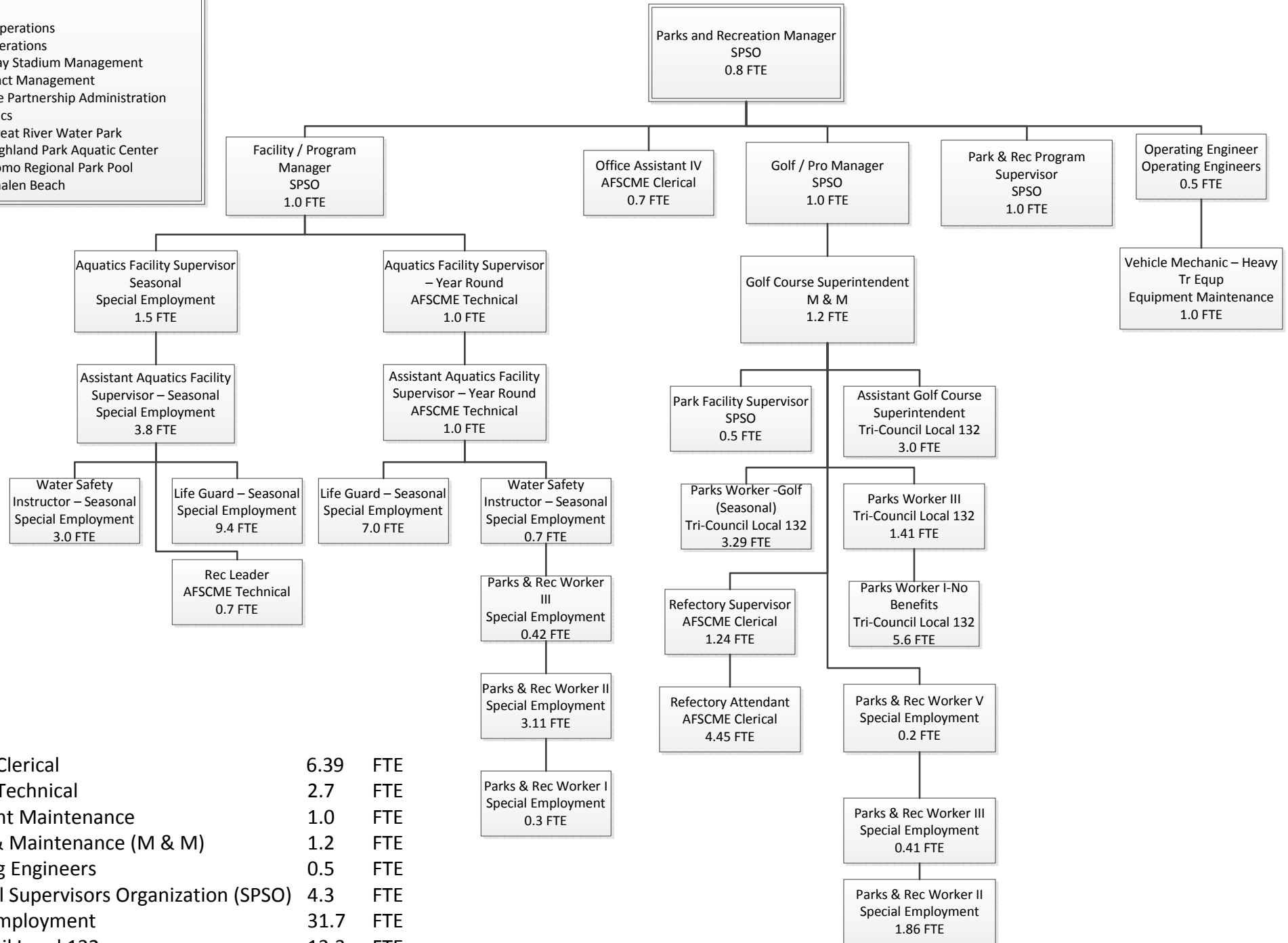




AFSCME Clerical	6.25	FTE
AFSCME Technical	94.22	FTE
Professional Employees Association (PEA)	3.0	FTE
Saint Paul Supervisors Organization (SPSO)	5.0	FTE
Special Employment	25.36	FTE
Tri-Council Local 132	1.4	FTE
Total	135.23	FTE

Special Services

- Golf Operations
- Ski Operations
- Midway Stadium Management
- Contract Management
- Service Partnership Administration
- Aquatics
 - Great River Water Park
 - Highland Park Aquatic Center
 - Como Regional Park Pool
 - Phalen Beach



AFSCME Clerical	6.39	FTE
AFSCME Technical	2.7	FTE
Equipment Maintenance	1.0	FTE
Manual & Maintenance (M & M)	1.2	FTE
Operating Engineers	0.5	FTE
Saint Paul Supervisors Organization (SPSO)	4.3	FTE
Special Employment	31.7	FTE
Tri-Council Local 132	13.3	FTE
Total	61.09	FTE

Department Priorities

- *Promote Active Lifestyles*
 - Continue improving upon existing health, wellness and other mission-driven programming and services to promote active lifestyles and an improvement in the quality of life for residents.
 - The award winning Fitness in the Parks program will continue to be expanded and refined to ensure long term success.
 - The Fitness in the Parks program, in its second season, is a public/private venture that connects fitness businesses in the community with an opportunity to give-back to the community by offering free fitness classes in outdoor parks throughout the City.
 - Right Track - The former 'Youth Job Corps' program will continue to be expanded and improved upon in future years.
 - Enhanced supervision will help improve marketing efforts to recruit additional businesses and increase employment opportunities and training for youth
 - Sprockets – Continuing the successful work to improve out-of-school learning and education opportunities will continue to be a priority.
 - Data and information sharing among community partners will enable Sprockets to continue providing thousands of youth with a variety of educational opportunities from several community partners that specialize in youth programming.
- *Create and Maintain Vibrant Places*
 - A variety of services and projects help further this priority. Several projects have been completed, several projects are underway, and several projects are being planned for in the coming years that help create, connect, and maintain vibrant places for all demographics of the population throughout the city. Having vibrant places leads to further economic development and an overall improvement in quality of life.
 - A sample of a few projects that have been completed recently:
 - Highland Park Community Center
 - Troutbrook Nature Sanctuary
 - CHS Field
 - Lilydale Phase 2
 - A sample of a few project that are underway:
 - Palace Recreation Center
 - Dickerman Park
 - Saint Paul Grand Round
 - Como Transportation Improvements
 - Lexington Commons
 - A sample of a few projects that are planned for the future:
 - Como Seal and Sea Lions
 - Pedro Park
 - El Rio Athletic Fields
 - Watergate Marina
 - Rice Park
 - Margaret Park
 - Phalen Chinese Garden
 - Wilder Recreation Center
- *Create, Maintain and Protect a Vital Environment*
 - Ensuring Saint Paul has a vital environment is a priority the Parks and Recreation Department helps champion. The department works to address this priority by taking a proactive approach to natural resource management and environmental services.
 - EAB – The department is aggressively tackling the EAB infestation to ensure the urban tree canopy, a key indicator of having a vital environment, is protected
 - Invasive Species Removal – Utilizing volunteers and a robust management plan for the entire system, an invasive species like Buckthorn, is targeted and removed in an aggressive manner
 - Tree Planting – To help ensure future generations have the valuable tree cover the city currently enjoys, tree planting and re-planting is a priority throughout the city.

FINANCIAL SUMMARY FOR 2016 CITY COUNCIL BUDGET COMMITTEE PRESENTATION

Fund Name: Parks and Recreation

	2014 Actual*	2015 Budget	2015 Year-to-Date*	2016 Proposed Budget
Expenditures:				
Employee Expense	18,255,372	20,513,247	10,296,491	21,485,162
Services	3,345,473	3,446,315	1,598,668	3,596,016
Materials and Supplies	3,928,165	3,428,662	2,029,909	3,673,823
Transfers Out/Other Spending	243,261	223,699	-	85,927
Capital Outlay	155,860	282,749	30,762	282,749
Debt Service	150	66,937		66,937
Non-operating Expense	19,094	62,200	21,128	62,000
Total Expenditures	25,947,375	28,023,809	13,976,958	29,252,614
Financing (list all non-property tax revenue sources):				
Charges for Services	1,567,841	1,419,424	737,757	1,573,318
Miscellaneous	49,569	9,000	26,899	34,000
Transfers/Other Financing Sources	999,111	1,721,719		1,753,072
Total Financing	2,616,521	3,150,143	764,656	3,360,390

*2014 Actual and 2015 Year-to-Date data - as of 8/10/15

Department:	Parks and Recreation
Director:	Mike Hahm
Subject:	Increase Palace Operating

Challenge/Opportunity
<p>The remodel of Palace Recreation Center was approved through the CIB process. It was also noted on the 2015 budget submission as a future issue for Parks. The new, remodeled building will have a 35% increase in square footage and new dedicated spaces for teens and the Rec. Check program. Each space has large windows for natural light and visibility. the previous building only had one window to the outside. Although new efficient HVAC systems are being installed, costs will rise because the new structure is air conditioned. This new structure is built for the community that has transitioned from a white/blue collar area in the 70's and 80's to a more diverse transient population that the dedicated teen area and Rec. Check area address. With 35% more space, programming to the community will be increased along with possible expanded "open" hours.</p>

Action		
<p>As with any new stucture that increases in size, programmable space, and adds air conditioning, operating costs will increase:</p> <ul style="list-style-type: none">• A new Rec. Check program and a dedicated teen space/program will require additional FTE support in order to effectively support each program.• Palace will be programmed with a variety of new programs and activities that the previously building could not accommodate. Additional FTE support is needed in order to support these efforts.• The facility hours will likely expand beyond the traditional 3-8 timeframe, which will require additional staff support. <p>Parks proposes to add 1.75 FTE's and an increase in the utility budget as detailed below:</p>		
	Estimated	\$ 167,656

Result
<p>The addition of this amenity will address a lack of high quality recreation services in an area where the Parks Department has been forced to greatly reduce services in the last 5-7 years. Parks cut all Rec. Services at both Saint Clair Rec. Center and Homecroft Rec. Center, leaving a large area with a subpar amenity that is the current Palace Rec. Center. The West 7th area, has become very diverse and multi-generational. This structure will increase services to the public in an area where the services are needed most.</p>