



CITY OF SAINT PAUL
Mayor Melvin Carter

400 City Hall Annex
25 West 4th Street
Saint Paul, Minnesota 55102

Telephone: 651-266-6400
Facsimile: 651-292-7311
www.stpaul.gov/parks

Operations' 2018 Annual Planning Meeting Agenda Items

1. Priority Items:

- Full funding for 2019 and beyond for EAB. Funds need to support removal, stumping and replanting as outlined by the Forestry work team. If resources will be unavailable, we need to review the plan and re-educate administration on what the results of funding shortfalls will mean to the community.
- Full impact study for what a \$15/hr minimum wage will mean to all levels of labor. Impact for seasonal staff budgets could lead to significant increases in permit facility rental costs and routine park maintenance as well as recreation maintenance budgets if current services levels are expected to be maintained. Conversely, a \$15/hr minimum wage could lead to changing/eliminating some titles and reducing services.
- Increase educational efforts on racial equity across the Operations division. Ops RE plan reflects this.
- Complete facility study planning with Recreation Programming staff to identify athletic facility needs and also areas that we can reduce or re-program based on needs.
- CPSI (Certified Playground Safety Inspector) Training/recertification for supervisory staff within Operations. This certification is an important step in our process for maintaining safe and accessible play areas for our youngest resident and visitors.
- Coordinate with new City Fleet Manager to ensure continued equipment services functions meet operational needs.
- Eastside maintenance Facility: Renew efforts to replace Phalen and Mounds maintenance facilities with new joint-use site to house Park and Recreation Maintenance staff.
- Identify resources to facilitate the purchase of a new work order system for Operations. Current system was built by former OTC staff member, crashes constantly and no longer gives us the detailed reporting and data options necessary to meet the department's needs.
- Complete logistical leadership plan with Red Bull Crashed Ice and extended St. Paul Winter Carnival for 2018.
- Work with DSI, SPPD, Mayor's Administration and partnering agencies to assist in managing the homeless camp issues on parkland.
- Funding pursuit for CIB facility projects.
- Succession planning for key Operations positions (Ops Manager, Natural Resources Manager, Asset Manager, Forestry Supervisor)
- Ameresco asset management project advanced quarterly



- Operating budget increases quantified and submitted with any new building/facility projects, e.g., Scheffer Rec.
- Expand NR education into Rec Programming as a regular program opportunity, and which helps connect young people to the benefits of nature.
- Increase capacity for Environmental Services to maintain natural areas that are being added increasingly around the city through restoration or new building projects.
- Increase capacity of NR Volunteer Program by institutionalizing volunteer recognition/appreciation efforts as a critical part of the program.

2. Annual Scheduling Items:

- Complete play area audits and play area rankings (prior to October 1)
- Performance management/evaluations. (All seasonal by Aug. 31, Certified by Dec. 1st)
- Complete Policy review process (first quarter)
- Complete ADA Transition Plan correction items assigned to Operations staff as scheduled
- Update Flood and Storm plans
- Bi-annual Design and Operations management team meetings
- Labor Management quarterly meetings
- Accreditation file updates as construction or changes to systems occur
- Assign mandatory Operations “E-file” clean-up dates
- Suspense calendar review