




**Council Worksession**  
**Tuesday- April 1, 2014**  
**5:30 PM**  
**City Hall**  
**Lower Level Conference Room**

- Financial Sustainability, Status of Reserves, long-term projections and variances program overview
- Council/Staff Communication Process
- Communication Effectiveness Plan

## MEMO

To: Distribution  
From: Dan Maiers, Finance Director   
Jason Hicks, Assistant Park and Recreation Director  
Date: March 27, 2014  
Re: Recommended Reserves Reporting Program - Financial Sustainability Priority

In 2013, the City Council established its strategic priorities for the next few years. The financial sustainability of the City was identified as one of those priorities. Three specific initiatives were developed to accomplish the financial sustainability priority. One initiative was to determine the adequacy of the City's reserves and Fund Balance Policy.

The presentation of the recommendations for this initiative has been scheduled for the City Council's worksession on Tuesday, April 1, 2014. Attached are the materials we will be discussing: 1) recommended Reserves Reporting Program, 2) analysis of the Closed Bond Fund, 3) analysis of the Community Reinvestment Fund, 4) the Council's Fund Balance Policy, and 4) calculation from last year of the General Fund's targeted fund balance.

### Distribution:

Dave Jacobsen, Mayor  
Gina Bauman, City Councilmember  
Mary Burg, City Councilmember  
Paul Jacobsen, City Councilmember  
Brian Strub, City Councilmember  
Dean Lotter, City Manager

# **CITY OF NEW BRIGHTON RESERVES REPORTING PROGRAM**

Updated: March 20, 2014

## **PROGRAM OBJECTIVES**

The City Council realizes that a long-term perspective for the City's reserves will produce a legacy far more important than short-term expedience. They have established an overall, long-term objective and priority of the City to be its financial sustainability. Adopting prudent financial policies and programs address these goals. Maintaining adequate levels of reserves has also been established by the City Council as a specific initiative to meet this objective. The City Council adopted its Fund Balance Policy on June 26, 2012. The Fund Balance Policy set parameters for the financial reserves appropriate to ensure stable operations. The first objective of this program is to be consistent with that policy. Another objective is to establish periodic reporting and review to ensure objectives are being met.

### **I. SCOPE**

This program provides the framework for the reporting of the City's financial reserves. Governmental funds report the difference between their assets and liabilities as fund balance. Fund balances are sometimes referred to as "reserves". Some fund balances are nonspendable, restricted, committed or assigned, and therefore are not readily available for use. The City's major financial reserves within the scope of this program are the fund balances of the following City funds: General, Closed Bond, and Community Reinvestment.

### **II. REPORTING**

The status of the City's reserves will be reported to and reviewed by the City Council on an annual basis following the acceptance of the annual financial statements (CAFR). Additional updates may be reported more frequently than annually as conditions change and/or issues arise. The reporting will include the existing cash balances, encumbrances and commitments for the reserves and the long-term projections for the balances.

### **III. GENERAL FUND**

The Fund Balance Policy includes specific calculations for the desired targeted balance or a minimum balance if applicable. It also addresses replenishing and reducing the fund balance if it is not consistent with the targeted balance.

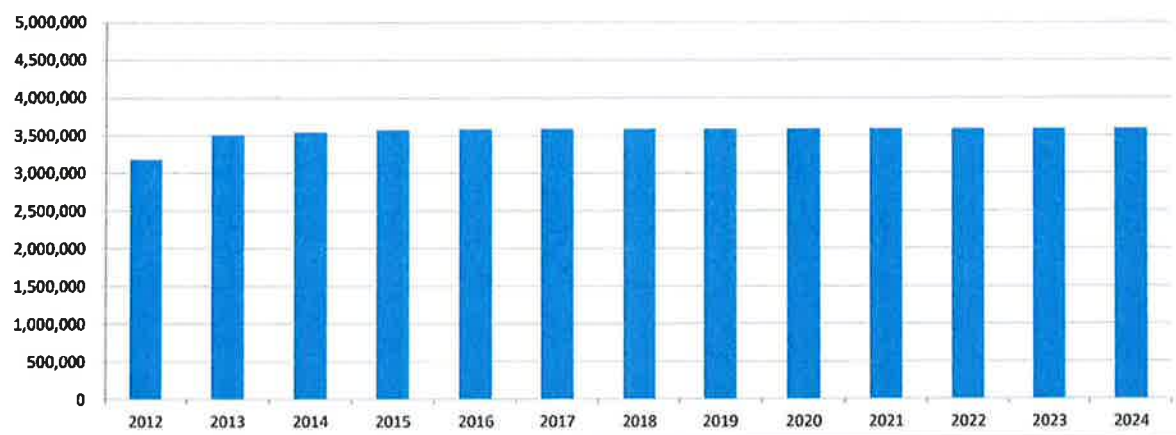
### **IV. CLOSED BOND FUND**

The Fund Balance Policy states the intention of using the investment earnings of the Closed Bond Fund to provide supplemental financing for debt service tax levies and debt related expenditures. This approach is designed to maintain the principal balance of the fund.

## **V. COMMUNITY REINVESTMENT FUND**

The Community Reinvestment Fund is a capital projects fund assigned for future community projects and/or improvements, some of which may be specifically identified and others to be identified in the future. It provides internal loans to other funds which are experiencing temporary cashflow deficits.

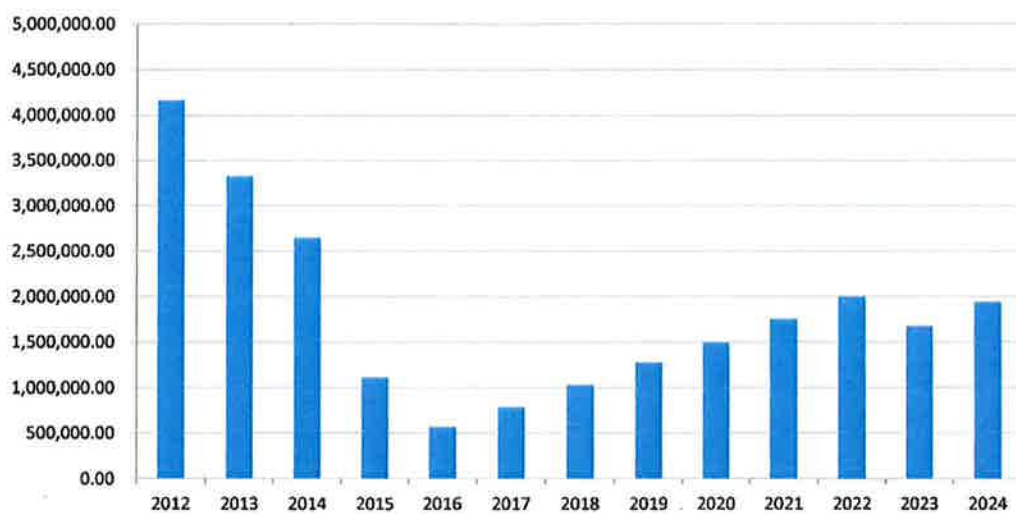
**Closed Bond Fund - Cash Balance Projections**



Updated: 3/26/14  
Printed: 3/26/14

[illegible]

### Community Reinvestment Fund - Cash Balance Projections



COMMUNITY REINVESTMENT FUND  
Cash Flow Projections  
Fund 401

Actual: 10/14/18  
Fiscal Year: 2018

Description	Actual 2012	Preliminary 2013	Projected 2014	Projected 2015	Projected 2016	Projected 2017	Projected 2018	Projected 2019	Projected 2020	Projected 2021	Projected 2022	Projected 2023	Projected 2024
<b>Cash Balance as of 1/1/xx</b>	4,885,335	4,170,779	3,335,936	2,650,447	1,120,436	575,104	795,164	1,938,225	1,233,685	1,509,445	1,759,605	2,012,266	1,656,934
<b>Sources:</b>													
Interest Earnings at 1.00%		37,041	42,627	33,400	26,500	11,200	5,800	8,000	10,300	17,600	15,100	17,600	16,900
<b>Transfers In:</b>													
Payments on Interfund Loans Receivable:													
Water Improvement Fund 2012				0	66,983	66,983	66,983	66,983	66,983	66,983	66,983	66,983	66,983
Sewer Improvement Fund 2016					0	64,653	64,653	64,653	64,653	64,653	64,653	64,653	64,653
Stormwater Loan 2012	0	33,592	33,592	33,592	33,592	33,592	33,592	33,592	33,592	33,592	33,592	33,592	0
Stormwater Loan 2013		0	13,199	12,199	13,199	13,199	13,199	13,199	13,199	13,199	13,199	13,199	13,199
Stormwater Loan 2014			0	23,298	23,298	23,298	23,298	23,298	23,298	23,298	23,298	23,298	23,298
Stormwater Loan 2015				0	65,095	65,095	65,095	65,095	65,095	65,095	65,095	65,095	65,095
Stormwater Loan 2016					0	17,940	17,940	17,940	17,940	17,940	17,940	17,940	17,940
Stormwater Loan 2023												0	61,042
<b>Base Rate Excess Interest</b>	335,960	274,365											
<b>Total Sources</b>	372,101	350,385	80,491	96,890	213,668	290,868	293,600	295,660	297,860	300,160	302,660	271,264	318,911
<b>Uses:</b>													
Transfers Out:													
Fund # 364 - 2004C	0												
Fund # 365 - 2007A	0												
Fund # 368 - 2011A	0												
Fund # 324 - 2010A PSC Ref	438,517	457,683	443,300	443,109	0								
General Fund - Base Rate Excess Interest		0	69,000										
Golf Course - debits		129,671	33,300	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
<b>Capital Projects:</b>													
Emerald Ash Borer Eradication - Forestry, General Fund	30,163	0	19,600	0	0	20,860	0	0	22,100	0	0	23,500	0
Emerald Ash Borer Eradication - fund # 313, Proj # 41041		21,936											
June 21 2013 Storm Clean Up, FD # 413, Proj # 41383		44,157											
<b>Interfund Loans</b>													
Cash deficits for CAFR	(274,396)	417,959											
Stormwater Loan 2012	325,000												
Stormwater Loan 2013		115,000											
Stormwater Loan 2014			200,000										
Stormwater Loan 2015				555,800									
Stormwater Loan 2016					154,000								
Stormwater Loan 2023												534,000	
Water Improvement Fund 2015				575,000									
Sewer Improvement Fund 2016					555,000								
<b>Other expenditures</b>	1,073												
<b>Total Uses</b>	585,637	1,186,609	765,100	1,626,909	739,600	70,860	50,000	50,000	52,100	50,000	50,000	597,500	50,000
<b>Net Change in Cash</b>	(214,536)	(835,224)	(684,609)	(1,530,010)	(543,332)	(279,000)	(63,600)	(25,660)	(22,760)	(50,160)	(52,660)	(126,236)	(265,911)
<b>Cash Balance as of 12/31/xx</b>	4,170,779	3,335,036	2,650,447	1,120,436	575,104	295,104	1,938,225	1,233,685	1,509,445	1,759,605	2,012,266	1,656,934	1,051,944



# **FUND BALANCE POLICY CITY OF NEW BRIGHTON**

Adopted: June 26, 2012

## **POLICY**

The City of New Brighton has a fiduciary responsibility to its citizens and taxpayers to carefully account for public funds, to manage its finances prudently and to adequately plan the financing of City services including the provision and maintenance of public facilities and infrastructure. The City is also responsible for its short-term and long-term financial stability. The City must ensure that it is, and will continue to be, capable of adequately funding and providing City services needed by the community.

Governmental funds report the difference between their assets and liabilities as fund balance. Fund balance is one method used to measure the availability of financial resources in a governmental fund. It is essential that the City maintain adequate levels of fund balance to mitigate current and future risks, such as revenue shortfalls, unanticipated expenditures and emergencies, and to ensure stable tax rates, service levels and adequate cash flows. Fund balance levels are a crucial consideration in long-term financial planning.

This policy supersedes the previous policy adopted May 10, 2005.

### **I. SCOPE**

This fiscal policy provides the framework for the overall fiscal management of the fund balances for the City's governmental funds. Governmental funds include the general fund, special revenue funds, debt service funds, and capital project funds. Enterprise funds and internal service funds are not within the scope of this policy since they are not governmental funds.

### **II. PURPOSE**

The purpose of this policy is to (1) improve clarity and consistency of the fund balance information provided; (2) formalize stabilization-like arrangements by establishing targeted and/or minimum fund balances; and (3) define and integrate the City's fund balance policy for its governmental funds to be in compliance with generally accepted accounting principles (GAAP) and Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions.

GASB # 54 sets out new standards of accounting and financial reporting that are intended to improve the clarity and consistency of the fund balance information provided to financial report users. It is designed to improve this information by providing clearer, more structured fund balance classifications, and by clarifying the definitions of existing fund types.

### III. FUND BALANCE REPORTING

Fund balance for governmental funds should be reported in classifications that comprise a hierarchy based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. The classifications are as follows:

- A. **Nonspendable** – includes amounts that can not be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. The “not in spendable form” criterion includes items that are not expected to be converted to cash, for example, inventories and prepaid amounts. It also includes long-term receivables and property held for resale which are not otherwise restricted, committed or assigned.
- B. **Restricted** – amounts that can be spent only for specific purposes stipulated by external resource providers, enabling legislation or constitutional provisions. Effectively, restrictions may be changed or lifted only with the consent of the resource provider.

#### **Unrestricted:**

- C. **Committed** – amounts that can be used only for specific purposes determined by a formal action of the City Council, the City’s highest level of decision-making authority. Commitments may be changed or lifted only by the City Council taking the same formal action that imposed the constraint originally. The action to commit must occur prior to the end of the year.
- D. **Assigned** – includes amounts constrained by the City’s intent to be used for specific purposes. The City’s intent should be expressed by the City’s Finance Director. The City Council authorizes the Finance Director to determine the Assigned fund balance reflecting the City Council’s intent to include (a) all remaining amounts (except for negative balances) in governmental funds other than the general fund, which are not classified as nonspendable, restricted or committed and (b) amounts in the general fund that are intended to be used for a specific purpose. Assignments which result in a deficit to the unassigned fund balance are not allowed.
- E. **Unassigned** – residual amounts in the general fund which have not been classified as nonspendable, restricted, committed or assigned. It is also used for other governmental funds with a negative fund balance.

### IV. FUND BALANCE CLASSIFICATION HIERARCHY

When both restricted and unrestricted resources are available for use in the same fund, it is the policy of the City to use the most restricted resources first, and then as needed use the unrestricted resources. When unrestricted resources are available for use, they will be used in the following order: first, committed; second, assigned; and last unassigned.

## **V. GENERAL FUND STABILIZATION ARRANGEMENTS**

This section of the policy includes the formal arrangements used by the City to maintain amounts for budget or revenue stabilization, working capital needs, and/or emergencies. Stabilization arrangements refer to economic stabilization, revenue stabilization, budgetary stabilization and other similarly intended (including “rainy-day”) arrangements and/or budget contingencies.

The unassigned fund balance of the General Fund will fluctuate from year to year depending upon the overall cumulative results of operations compared to the budget. Budgets may vary from one year to the next as well. As a result, the unassigned amount of the fund balance may be more than adequate one year but deficient in the next. Reacting to each year’s variance should be thoughtful and deliberate.

- A. In order to achieve its purpose, this policy has the following objectives for targeted and minimum levels of unassigned fund balance in the General Fund:
  - 1. Provide for adequate and effective cash-flows, reducing/eliminating the need for short-term internal borrowing. Both the revenue and expenditure streams should be considered while determining the appropriate amounts of fund balance. A number of the City’s anticipated operating revenues are not evenly received throughout the year. The City will need sufficient beginning fund balance to pay for its expenditures until these revenues are received. For example, the City’s General Fund relies very heavily upon property tax revenues. They are received about 6 months into the fiscal year and again at the end of the year. Sufficient financial resources must be maintained until the next property tax revenue collection cycle.
  - 2. Provide for unanticipated expenditures, such as emergencies, natural disasters and unexpected increases in service delivery costs.
  - 3. Provide for temporary revenue shortfalls, such as reductions in State Aid revenues and reimbursements.
  - 4. Provide financial stability and a positive trend of fund balance levels which will be a positive factor in our bond rating analysis.
  - 5. Generate investment earnings which will provide a revenue source to the General Fund and in turn reduce pressure on the general operating tax levy.
- B. Targeted balance
  - 1. The fund balance of the General Fund shall include an amount for cash flows for the subsequent year’s operating budget. The targeted amount shall be equal to 50% of the subsequent year’s General Fund property tax levy, less any debt service

portion included, and 50% of the revenues from the State and County anticipated in the ensuing year's general operating fund budget.

2. The fund balance of the General Fund shall also have an amount included in its unassigned fund balance for contingencies, such as emergencies and/or unanticipated expenditures. The targeted amount designated for contingencies shall be equal to 10% of the sum of the ensuing year's general operating fund budget less any debt service included in the General Fund budget.
3. The City Council may choose to include an amount for contingencies in the annual General Fund budget. Each year the unused amount of the annual contingency appropriation will be carried over to the next year's budget. When this approach is used, the targeted amount of fund balance for contingencies should be reduced by the same amount included as the contingency appropriation in the annual budget.
4. The total targeted unassigned fund balance should not be less than the minimum. In the event that the calculations of the targeted balance become less than the minimum, then the minimum will become the targeted balance.

#### C. Minimum balance

For working capital purposes ensuring positive cash flows, the City will maintain an unassigned fund balance in the General Fund of an amount of not less than 35% of the subsequent year's budgeted operating expenditures. The dollar amount of the minimum may fluctuate with each year's budget objectives.

#### D. Replenishing and reducing the targeted stabilization fund balance

1. Deficits are to be avoided. Elimination of deficits in targeted levels of fund balance shall be addressed during the next annual budget process. It is the intent of the City Council and this policy to resolve deficits and balances below the targeted amount within the next three budget years. The subsequent year's budget should address the method to eliminate the deficit. Methods may include but are not limited to using annual budget surpluses, transfers in from other funds and adjustment of other resources and budgets. Care will be exercised to maintain the integrity of the City's long-term financial plans when determining the method to be used to bring the fund balance back into conformance with the targeted balance.
2. Amounts in excess of the targeted balance may be utilized in subsequent years' budgets and/or transferred to other funds. Subsequent years' budgets and/or transfers out of the General Fund may utilize up to 20% annually of the amount over the targeted balance. This will allow the balance to gradually come into compliance with the intent of this policy over five years, while allowing for future years' fluctuations.

## VI. OTHER GOVERNMENTAL FUNDS

A. Special Revenue Funds – funds used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The term *proceeds of specific revenue sources* establishes that one or more specific restricted or committed revenues should be the foundation for a special revenue fund.

1. Currently the City has special revenue funds to account for monies from the U.S. Army to operate our water treatment plant. These fund balances will be restricted.
2. Operating grants will be considered as restricted by the applicable requirements of the grants.
3. Fund balances in the Special Revenue Fund for the Police Forfeitures shall be restricted to expenditures in conformance with State Statutes.
4. Fund balances in the Special Revenue Fund for the Police Reserves, Emerald Ash Borer, Community Development Studies, Project Lifesaver, Santa Cop and Police Explorer programs shall be committed to expenditures of their respective programs.

B. Debt Service Funds – funds used to set aside resources to meet current and future debt service requirements on outstanding debt. GAAP permits the use of debt service funds to account for the accumulation of resources for, and the payment of, debt principal and interest. Sound financial management requires that the City account for each debt issue separately in its accounting system.

Balances in individual debt service funds will be considered as restricted until such time as each fund's respective debt is paid in full.

C. Capital Project Funds – funds used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

1. Fund balances in tax increment financing capital project funds will be considered as restricted in conformance with State Statutes.
2. Balances in the Park Dedication project in the Park Improvement Fund shall be restricted in conformance with State Statutes.
3. The fund balance of the Closed Bond Fund shall be considered as committed for supplemental financing for the retirement of outstanding debt and debt related expenditures. It is the intention of this policy that each year the investment

earnings of the Closed Bond Fund will be used to provide supplemental financing for debt service tax levies.

4. Fund balances in the Municipal Development Capital Project Fund shall be considered as committed for community development and re-development and initial project costs.
5. Fund balances in other capital project funds will be considered as assigned, consistent with the purpose of their respective funds.

## **VII. AUTHORITY**

The Finance Director is authorized to assign amounts within the fund balance of the City's governmental funds to be used for specific purposes in conformity with GAAP and GASB pronouncements and to be consistent with this policy and the intent of the City Council.

**City of New Brighton, MN  
General Fund's Targeted Fund Balance per Policy  
as of December 31, 2012**

**Designated for Cashflows  
Subsequent Year's Budget:**

	<u>2013</u>
Property taxes	7,287,300
Less D/S portion	(795,500)
LGA	0
Police State aid	190,000
Fire state aid	82,000
MSA	11,200
MVHC	0
PERA State aid	16,900
	<u>6,791,900</u>
x 50%	<u><u>3,395,950</u></u>

**Designated for Contingencies**

Subsequent Year's Budget	12,632,000
Less D/S portion	(795,500)
	<u>11,836,500</u>
x 10%	<u><u>1,183,650</u></u>

<b>Total Targeted</b>	<u><u>4,579,600</u></u>
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<b>Spendable Fund Balance as of 12/31/xx</b>	<u><u>6,031,782</u></u>
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<b>Difference</b>	<u><u>1,452,182</u></u>
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% of next Year's Budget	47.75%
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<b>Potential to Re-allocate per Fund Balance Policy</b>	<u><u>290,436</u></u>
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## **Financial Sustainability Priority**

### **Initiative A: Fund Balance Policy and Reserve Requirements**

#### **Objectives of Reserves Reporting Program**

- Financial sustainability is a long-term goal
- Adopting prudent financial policies and programs will address these goals
- Maintaining adequate levels of reserves has been established as a specific initiative to meet this goal
- Council adopted Fund Balance Policy in 2012 to ensure stable operations
- Formalize current practices



## Use of Reserves

- For 2014, **\$470,000** from Closed Bond and Comm. Reinvest. are scheduled to provide supplemental financing for the retirement of outstanding debt; 36.8% of the total
- From 2002 through 2014, **\$12,020,600** will have been provided as supplemental financing for the retirement of outstanding debt; 42.7% of the total

## Reserves/Fund Balance

- Fund balance = difference between assets and liabilities, not cash
- Categories of fund balance:
  - Nonspendable
  - Restricted
  - Committed
  - Assigned
  - Unassigned

## Program Scope

- City's major financial reserves within the scope of this program are:
  - General Fund
  - Closed Bond Fund
  - Community Reinvestment Fund

## Reporting

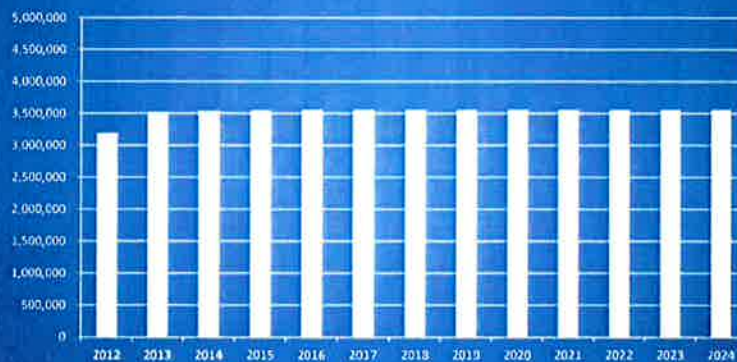
- At least annually, following the acceptance of the CAFR
- More frequently as needs arise or conditions change
- Status of cash balances, encumbrances and commitments
- Long-term cash balance projections

## Closed Bond Fund

- Fund Balance Policy:
  - Fund balance committed for supplemental financing for retirement of outstanding debt and debt related expenditures
  - maintain the balance by only using its investment earnings

## Projections as of March, 2014

Closed Bond Fund - Cash Balance Projections

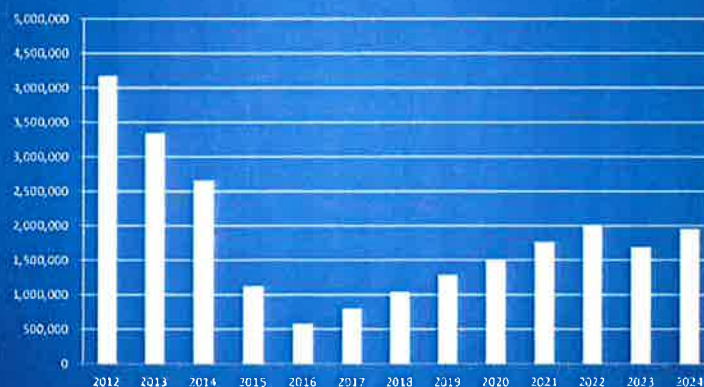


## Community Reinvestment Fund

- Capital projects fund assigned for future community projects, some specifically identified, others to be identified in the future
- Provides internal loans to other funds experiencing cashflow deficits (example: Stormwater flooding mitigation improvement projects)
- PSC debt = \$440,000+ each year through 2015

## Projections as of March, 2014

Community Reinvestment Fund - Cash Balance Projections



## **Fund Balance Policy – General Fund**

- Crucial consideration in long-term financial planning
- Purpose
  - Provide adequate cash flows
  - Mitigate current and future risks, such as revenue shortfalls, unanticipated expenditures, emergencies and other contingencies

## **Cash Flows**

- 60.1% of General Fund revenues are from property taxes and aid from the State
- Property taxes are received from the County in late June and early July and again in December
- Aid revenues from the State are received in June or later in the second half of the year
- Policy – targeted balance should include 50% of these budgeted revenues for cash flows



## **Mitigate Current and Future Risks, Contingencies**

- Policy – targeted balance should include 10% of the 2013 budgeted expenditures less transfers out for debt service
- Policy – reserves for debt service are in the Closed Bond Fund

## **General Fund**

- Fund balance as of December 31, 2012 = \$6,035,720
- Non-spendable portion = \$3,938 (Prepaid Items)
- Spendable portion = \$6,031,782

## **General Fund Target as of December 31, 2012**

- Targeted balance for cash flows = 3,395,950
- Targeted balance for contingencies = 1,183,650
- Total targeted fund balance = 4,579,600
- Difference between targeted amount per policy and actual = 1,452,182 above target

## **Opportunities**

- 20% of the amount over target, \$290,400, was transferred to Closed Bond Fund in 2013 to reimburse the Closed Bond Fund for monies used to prepay the Golf Course bonds in 2012
- Replenishing reserves is consistent with our long-term financial plans
- Replenishing reserves is consistent with our priority of financial sustainability

- Questions, comments and/or concerns?





# Memo

**To:** Mayor and Members of the City Council  
Dean Lotter, City Manager

**From:** Sandy Breuer, Parks and Recreation Director  
Kevin Mannerter, Assistant Finance Director

**Subject:** Strategic Priority: Community Engagement

**Date:** March 25, 2014

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City Council authorized staff to work on six specific strategic priorities over the next three year period. The following is an update on what has been accomplished in the Community Engagement Initiatives and what will be the next steps. Staff will be asking for confirmation on Council expectations for the next phase.

**Initiative A: Communication Effectiveness Plan – methods of communication between the City and its stakeholders.**

- List of ways the City communicates with the general public
- List of ways City staff members communicate with City Council

**Initiative B: Community Sponsored Events**

- List of all City sponsored events, in order of the month they occur

**Initiative C: City Advisory Commissions, Task Forces and Volunteer Opportunities**

- List of all commissions, number of members, their purpose and duties and when they currently meet
- List of all City volunteer opportunities

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Next Steps:

**Initiative A: Communication Effectiveness Plan – methods of communication between the City and its stakeholders.**

- Evaluate the cost for every community sponsored event

**Initiative B: Community Sponsored Events**

- Determine the participation (attendance) level of each event

**Initiative C: City Advisory Commissions, Task Forces and Volunteer Opportunities**

- Create a list of the different ways the commission openings are communicated to the citizens

Attachment



## **Strategic Priority: Community Engagement**

### **Initiative A: Communication Effectiveness Plan – methods of communication between the City and its stakeholders:**

#### **City communications with the general public:**

1. City website
2. City newsletter
3. New Brighton Exchange website and newsletter
4. City listserves (Council packets, Public Safety weekly incident reports, and Parks and Recreation announcements)
5. Press releases published in local newspapers
6. Constant Contact
7. Fix311
8. Facebook
9. Signs and billboards
10. Announcements on quarterly utility bills

#### **Staff members' communications with City Council:**

1. Presentations at work sessions, business meetings, Town Hall, and Neighborhood Meetings
2. Staff reports and agenda items
3. Staff memos
4. City Manager weekly memos
5. TeamTalk
6. Emails, including Public Safety email alerts
7. Telephone calls
8. Facebook
9. Fix311 app

## **Initiative B: Community Sponsored Events**

1. January – NBCC Wellness Fair
2. March – Neighborhood Meetings
  - A. Totem Pole Park
  - B. Sunny Square Park
  - C. Freedom Park
  - D. Hansen Park
3. April – NBCC Spring Open House
4. April – Easter Egg Hunt - Rotary
5. April – Town Hall Meeting
6. April – Arbor Day
7. April – Tree sale
8. April – Tennis Carnival
9. May – Memorial Day parade – VFW
10. July – National Parks and Recreation month
11. August – National Night Out
12. August – Annual Softball Tourney
13. August – Stockyard Days
  - A. Antique Car Run
  - B. Kiddie Parade
  - C. Police/Fire Denny Ross Softball Event
  - D. Grande Parade
14. September – Thrive Expo
15. October – NBCC Fall Open House
16. Fall – Public Safety Department Open House
17. December – Santa Cop
18. December – February – Ice Rinks/Warming Houses

## **Initiative C: City Advisory Commissions, Task Forces, and Volunteer Opportunities**

**City Advisory Commissions and Task Forces – all commissions are three year terms. Commission members are allowed to serve four consecutive terms or a maximum of twelve years.**

1. Planning Commission – 7 members This commission advises the City Council on all city land use planning matters. Duties include the development and maintenance of the New Brighton Comprehensive Plan, carrying out procedures directed by the City Council and making recommendations to the Council. The Planning Commission meets monthly on the third Tuesday at 7:00 p.m.

2. Parks, Recreation, and Environmental Commission – 9 members

This commission advises the City Council on the proper use and care for parks and the natural environment and advises on policies covering recreational activities of the City. Issues relating to the Community Center also come under the duties of the commission. The commission meets at 6:30 p.m. on the first Wednesday of the month.

3. Economic Development Commission – 9 members

This commission advises the Council on matters concerning industrial and commercial development for the City. The commission meets at 7:30 a.m. on the third Wednesday of the month.

4. Public Safety Commission – 9 members

This commission advises the Council on matters related to the goals, policies and operations on public safety functions and human rights issues and fulfills the responsibilities and obligations of a Police Civil Service Commission, pursuant to the terms and provisions of MN Laws 1929 Ch. 299 (MN Statutes, Chapter 419 et seq, as amended). Duties include assisting the police and fire divisions in such activities as assessing community concerns relating to public safety issues, developing long range strategic plans, developing and monitoring achievement of performance measures. Also included are duties relating to participation in regional human rights organizations and advising the Council on efforts to create equal opportunity and eliminate discrimination within the City of New Brighton. Meetings are held on the last Monday of the month at 6:30 p.m.

5. Civil Service Commission – 3 members

The Civil Service Commission meets at least once a year to consider the hiring and promotion of police officers. It also serves on as-needed basis for hearings on disciplinary actions.

6. Urban Farming Task Force – 9 members

The Urban Farming Task Force was created in August 2013 to advise the City Council on whether regulations on urban farming need to be imposed. The Task Force meets at 7:00 p.m. on the third Thursday of the every month, for a maximum of one year.

**The City of New Brighton has many volunteer opportunities in Parks and Recreation and Public Safety.**

**Parks and Recreation volunteer opportunities**

**1. Youth and Teens**

- A. Adventure Days - Adventure Day volunteers help guide participants through activities or crafts related to a specific theme. From handprints on the Hollywood boardwalk of fame to a special pirate adventure, the volunteers make these days extra special. Volunteers can be of any age but must be outgoing and enjoy working with children. High School or older, October – April, one-time per month, 9:30 a.m. – 2:30 p.m.
- B. Swimming Lessons - For youth leaders age 12 or older who have completed level 5 Red Cross swim instruction. Instructor Aides (IA) go through an apprentice program guided by a lead Water Safety Instructor. The apprentice focuses on leadership, self-esteem, problem solving, peer and community interaction, teamwork and skills related to working with youth and parents. The course includes registration for CPR/AED/First Aid Training for Adult, Infant, Child. The course is 16 student teaching hours, 8 CPR training and for employment IA's must be 14 years of age and complete a minimum of 32 apprentice/volunteer hours.
- C. Skate Park - Neighborhood youth have become involved with helping to keep our skate park area picked up from litter and debris. They have also helped with painting the skate park and have become more proactive in notifying law enforcement when problems arise.
- D. Scout Projects – Scout groups have been a great help to maintaining our park system. Eagle Scouts do many projects in our parks, such as the Hansen wood chip path, owl nest sites, bird houses, and wood chipping around all trees in a park. Cub scout groups clean parks throughout the year.
- E. Ed-Venture Summer Day Care - Teen volunteers ages 14 years and older mentor younger children and help leaders with arts & craft, sport, cooking and creative play projects. Volunteers also help out on weekly field trips.

**2. Adults**

- A. Soccer Coaches - We provide the tools for instructional drills and organization; volunteer's line up practices and provide direction game nights.  
Monday nights / 2-3 hours week / 8-9 weeks / 8-10 kids
- B. T-ball/Softball Coaches - We provide the tools for instructional drills and organization; volunteers line up practices and provide direction game nights. You and your team are treated to an ice cream social at the end of the season. Monday nights / 2-3 hours week / 8-9 weeks / 10-12 kids

C. **Adaptive Programs**

1. Volunteers for the adaptive bowling program help bowlers, ages 13 through young adult, with their bowling technique and scoring. Mid Sept.-Mid Dec. and Mid Jan.-Mid March / 10 weeks / 9-11:30 a.m. Saturday.
  2. Volunteers are also needed to help participants with special needs in various recreation programs, such as Sign Language-deaf child in t-ball /Autism-mild mental disabled-gymnastics.
- D. Office Projects -Volunteers help with various office projects from filing paperwork to creating newsletters and other tasks in between.
- E. Playground Installation - Individuals perform manual labor including sorting, lifting, shoveling, and assembling. Summer/Fall timeline.
- F. Adopt-A-Park - This is a program where organizations/clubs can “adopt” a park in New Brighton by cleaning it 4 times per year. Several Parks have multiple adoptions per park. Examples of current groups include: Totem Pole (NB Ambassadors Program), Driftwood (Salem Convent Church) and Freedom (CU Companies).
- G. Tree Sale/planting - This is a yearly activity where you help distribute trees. Lifting, including shoveling and watering are functions performed. Arbor Day – Last Friday in April /9:30 am / Fall plantings in Sept./Oct.
- H. Egg Addling - Search pond edges for geese, nests and eggs. Apply corn oil to stop the development of eggs to reduce the goose population. March – May.

3. **Seniors**

- A. Card Groups - There are weekly opportunities for seniors to lead peers in card games. Currently we have Hand and Foot, 500, Bridge and Contract Bridge.
- B. Kitchen Kut-Ups - This group of volunteers performs at various sites year-round. A portion of the funds raised from their performances is used towards the distribution of park and recreation scholarships.
- C. Trip Escorts - A few times a year the department is in need of someone to accompany a group on a trip to ensure all participants are accounted for and give direction to the group based on the provided itinerary.
- D. Tax Assistance - We have partnered with AARP on programs such as defensive driving courses. There may be opportunities to volunteer as an instructor for these courses.

4. **Other**

- A. Boy and Girl Scouts - Plant rainwater gardens and biofiltration basins, pressure wash and stain gazebo, install pergola, take down hockey boards at Totem, add totem pole and spread woodchips at Totem Pole Park.
- B. Master Gardeners work with Forestry Technician on removing invasive plants in rain gardens.
- C. St. John's the Baptist – Students work on various park improvement projects.

## **Public Safety volunteer opportunities**

### **1. Volunteers in Public Safety (VIPS)**

VIPS members assist the Police and Fire Divisions in a variety of community oriented, prevention-based programs. VIPS members serve in a non-uniformed, non-enforcement role working with police officers, firefighters, and civilian public safety staff. VIPS is a nationally recognized program of Citizen Corps, an initiative coordinated by the United States Department of Homeland Security and the International Association of Chiefs of Police (IACP).

Opportunities for VIPS members include:

- A. Neighborhood Speed Watch
- B. Park Patrol
- C. Child Safety Seat Clinics
- D. Fingerprinting
- E. Bicycle Safety Education
- F. Crime Prevention Programs
- G. Graffiti Surveillance and Cleanup
- H. Fire Safety Programs
- I. Special Events
- J. Administrative Support

### **2. Police Reserves**

The Police Reserve Auxiliary consists of up to 25 members with interest in community service and/or law enforcement. They are required to provide 8 hours of volunteer time per month with an additional 2 hours of monthly meeting/ training time. The mission of the New Brighton Department of Public Safety Police Reserve Auxiliary is to provide supplementary assistance at special events, traffic or crowd control, and administrative or clerical assistance as directed by the Director of Public Safety or his designee.

The duties of all New Brighton Police Reserve Auxiliary officers include, but are not limited to:

- A. Provide supplementary assistance to the Director of Public Safety and members of the New Brighton Department of Public Safety as directed.
- B. Provide supplementary assistance at community organized events as directed, to include traffic and crowd control.
- C. Provide supplementary assistance at department approved mutual aid events.
- D. Provide supplementary assistance in the event of any natural disaster or during any emergency.
- E. Provide administrative and clerical assistance to the New Brighton Department of Public Safety as directed.
- F. Check watch properties.
- G. Detect and report vandalism and crime in the city parks.
- H. Transport prisoners to Ramsey County Jail Facilities and the Detoxification Center.



- I. Issue summons or Administrative Offense tags to violators of selected parking, animal control, park and nuisance ordinances.
- J. Provide security assistance for any local school event as requested. Duties include traffic and crowd control, medical assistance in case of illness or injury and the detection and reporting of any unlawful conduct.
- K. Reserve Auxiliary members may be required to write reports on their activities and observations while working as a Reserve officer.

Membership requirements:

- Applicants shall be at least 18 years of age.
- Applicants must have a high school diploma or equivalent.
- Applicants must be a United States citizen.
- Applicants must possess a valid Minnesota driver's license and have a good driving record.
- Applicants must be in good physical/mental health.
- Applicants will not have been convicted of a felony or gross misdemeanor charge. Any applicant for the Police Reserve Auxiliary unit who has been convicted of a misdemeanor involving moral turpitude shall not be eligible for membership. (Ord. No. 23-19)
- Applicants may not belong to any other Police Reserve Auxiliary unit.
- Applicants may not be employed in any profession that would be considered a conflict of interest.