

City of New Brighton

2017 Budget



The City That Works For You

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Office of the City Manager

MEMORANDUM

DATE: September 15, 2016

TO: Mayor and Council Members of New Brighton

FROM: Dean Lotter, City Manager

SUBJECT: 2017 Budget Summary Report Revised from August 10th, 2017 to reflect more accurate tax information from Ramsey County.

EXECUTIVE SUMMARY – ONE CITY, ONE SET OF RESOURCES, ONE SET OF SERVICES

Since the 2014 Budget was assembled, my message to the leadership staff has been the “One City” message. This idea represents a philosophy of unity throughout the City by elected and hired staff to achieve the Council’s Strategic Priorities. Prior to 2014, the budget processes used provided little if any opportunity for various departments to hear and comment on specific requests outside their own department. In the development of the budgets for 2014, 2015, 2016 and now 2017, the process of inter-departmental participation continued to build on the previous year’s efforts to tear down “silos” and foster greater appreciation by elected officials and staff of all services offered by the City. Leadership staff held a budget retreat where each department presented a budget to their peers, who then had opportunities to ask questions and seek clarification as needed. The budgeting process has been more efficient this year because many of the staff involved continue adopting and implementing the One City approach. Directors and second tier supervisors worked in partnership to create a budget document for Council’s consideration. The very manner in which the budgets since 2014 have been and will be created achieves multiple Council strategic priorities, including: Operational Excellence, Effective Governance, Financial Sustainability, and Workforce Engagement.

Executive Summary – New in the 2017 Budget

- New personnel requests
 - Parks Maintenance
 - IT
 - License Bureau
- Personnel reclassification requests
 - Administration
 - Recreation and NBCC

Executive Summary – Requests **left out** of the 2017 Budget saving \$1,339,100.

- Public Safety – 2 .75 FTE PSOs and 1 FTE PSO so one dedicated PSO for each patrol.
- Public Safety – 1 FTE civilian employee to focus on education – crime, fire and life safety
- Public Safety – 1 FTE civilian investigative aid/criminal analyst to assist detectives.
- Parks and Recreation – 2 FTE Maintenance employees

- Parks and Recreation – 2 PPT Guest Service employees
- 1 - 180 day forestry position
- 2 - 180 day parks maintenance position
- Housing programs
- Monument signage
- Place making initiatives such as floral baskets, fountains, artwork, landscaping
- Median maintenance for City and County Roads
- Investment software
- Pro-rated benefits for PPT staff

COUNCIL'S PRIORITIES

Staff continued to focus on the Council's strategic priorities when preparing the budget. The priorities are as follow:

- Financial Sustainability
- Community Engagement
- Economic Development
- Operational Excellence
- Workforce Engagement & Development

All change requests were approached based on the notion of whether or not the request aligned with one of Council's strategic priorities. Keeping these priorities in the forefront of all budget discussions is an important step towards achieving the goals and objectives of the Strategic Plan. This is important for the City to be able to safeguard and sustain its future success and long term viability.

EXPENSE REDUCTIONS – Historical Perspective

To better understand the proposed 2017 budget, it's important to understand how past budgets were compiled. New Brighton has remained agile and responsive in the wake of the economic recession of 2008. Responding to Council's directives, city staff engaged in a variety of cost containing strategies that ensured operating budgets and tax levies were held flat or even reduced. The following is a list of implemented cost saving strategies with one strategy even being implemented before 2008.

- New Brighton previously restructured to the public safety staffing model for delivering police, fire and emergency management services. This model essentially eliminates the need to employ a full-time Fire Chief; a position that would easily demand an annual salary of \$100,000 not including benefits and other costs. With the passing of time, it's easy to forget about these ongoing savings, but essentially, the City has saved \$1.6 million in salary alone with the creation of the hybrid Public Safety Department.
- In 2009, staffing was structured differently than it is now and carried a larger cost. Staffing in 2009 cost the City \$339,000 more than the staff costs proposed for 2016.
- Fleet, Non-Fleet, and Pavement Management is a Council adopted plan from 2010 and was readopted in 2012. The plan provides for cash funding of all of the assets listed in the program resulting in a \$25 million plan over the next 20 years without any borrowing needed, aka bonded debt. This Fleet, Non-Fleet, and Pavement Management plan is now included in the City's 10 year Capital Improvement Plan or CIP. Adherence to the CIP will mean that the Fleet, Non-Fleet, and Pavement Management Plan will continue to be funded without borrowing, but one of the goals of the CIP is to make bonding for streets by 2025 unnecessary.

- In 2015, the senior leadership team was reorganized. This reorganization resulted in the reduction from five members of the Senior Leadership Team to four and also eliminated other positions so that dollars could be reallocated. The savings resulting from this organizational change was \$167,000 with \$116,500 of that directed towards providing better benefits for all staff in the wake of rising health insurance costs. The remaining portion of the savings was used to reduce the tax levy. It should be noted that in 2007, the Senior Leadership Team had six members. So methodically over time, the leadership team has been reduced by 2 FTE.
- The Galecia Group is a private consulting firm that has developed a staffing ratio for IT. According to this formula, New Brighton should have five FTE in IT. New Brighton currently has two FTE in IT. This ongoing understaffing results in an ongoing savings of \$150,000 per year in salary alone.
- Management and the LELS Officers Union worked together to modernize the Police Union contract by eliminating the SELF Point Language in the contract. For each year of service beyond five years, each officer will cost \$5,000 a year less than if the SELF Point System were still in place.

NEW BRIGHTON – APPROACH TO SERVICES YESTERDAY and TODAY

New Brighton considers alternatives in providing various services and has aggressively sought non-property tax revenues. New Brighton enters Joint Powers Agreements when needed or necessary, including:

- New in 2016, New Brighton entered into a lease arrangement with the Minnesota Chiefs of Police Association and Upper Midwest Community Policing Institute. These two organizations now occupy a portion of the lower level of City Hall that was outdated and underutilized. These leases allowed much needed updates to City Hall's bathrooms and storage spaces. An internal loan was created to pay for the improvements to the building and the loan will be paid back with the lease payments for the next 10 years.
- May 1, 2015 – The Cities of New Brighton and Saint Anthony Village, under the leadership of the Department of Community Assets & Development, now have shared building inspection services. Saint Anthony Village terminated their private contract and entered into an agreement with New Brighton. This arrangement maximizes New Brighton's staff time, Saint Anthony Village gets better service, and costs are kept the same. New Brighton realized a gain of \$81,000 in revenue in 2015, with expected revenues in 2016 and 2017 at \$70,000.
- For several years, New Brighton has been a member of NJPA. NJPA is a cooperative that uses the buying power of several cities and school districts to keep health insurance costs in check.
- Public Safety has many agreements in place that assist in providing service when needed, while containing costs or creating additional revenues.
 - Public Safety has three contracts with ISD 621 to provide school resource officers in the various schools throughout New Brighton. These contracts provide two-thirds of the annual costs for three officers; a revenue stream of \$240,000 for the City.
 - Public Safety has joint power arrangements or contracts for Hazmat and SWAT/VCET services. These arrangements spread costs for training, personal and equipment over the sharing agencies.
- Finance Director Davitt requested that she be allowed to manage more of the Finance Software Conversion project. This project will take several years to complete and will no doubt result in greater

economies and efficiencies regarding how staff is used. Her immediate and direct involvement reduced consulting costs by over \$70,000. Implementation of this new system continues and will create efficiencies throughout the City. HR functions will become paperless, building inspections will be done with iPads reducing the time to enter in hand written inspection forms and automatically archiving records in a manner compliant with data practices.

- Parks and Recreation leases Community Center space that was once underutilized to the Ramsey County Library. While this arrangement provides little to no revenue, the County paid for all of the improvements, staff, maintenance, and utilities associated with this service so that residents get the benefit of having a library in town. This relationship also fosters great sense of place principles, ensuring steady community traffic thru the NBCC.

OVERVIEW

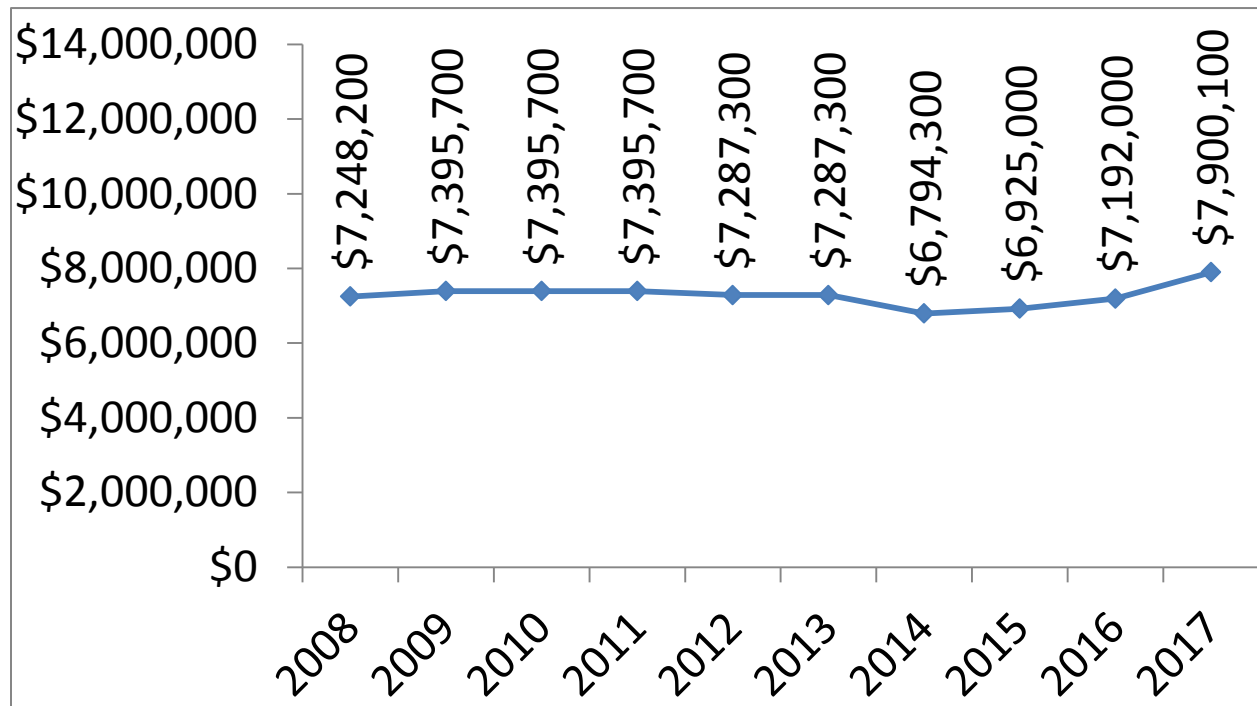
The City Manager's recommended General Fund Budget for 2017 is \$15,106,600. As a balanced budget, this represents a 6.31% increase, over 2016. Additional details on the budget drivers (both revenues and expenses) are described in the following paragraphs. The City Manager's budget does ask for increased spending in a few areas of City operations. Staff has worked very hard to mitigate potential tax impacts. When comparing even the 2017 proposed tax levy for New Brighton to our comparable cities and other cities that have been added, it is easy to see that New Brighton is still operating efficiently. The recommended 2017 tax levy is \$7,900,100, as opposed to the 2016 tax levy of \$7,192,000. Should this budget and tax levy be adopted by the Council, the median valued home in New Brighton would pay \$64.33 a month in property taxes. By comparison, in 2016 the median valued home owner paid \$60.58 a month in property taxes.

The first table below shows a comparison of neighboring communities and New Brighton's comparable communities that have been historically used for benchmarking of all kinds. What is most noteworthy about the information in this table is that New Brighton's data is for 2017. All other comparable cities data is from 2016. Once all of the 2017 proposed figures are known, the table will be updated. But, one can assume that as other cities implement increases to their levies, no matter how modest, New Brighton will remain among the lowest in this comparison.

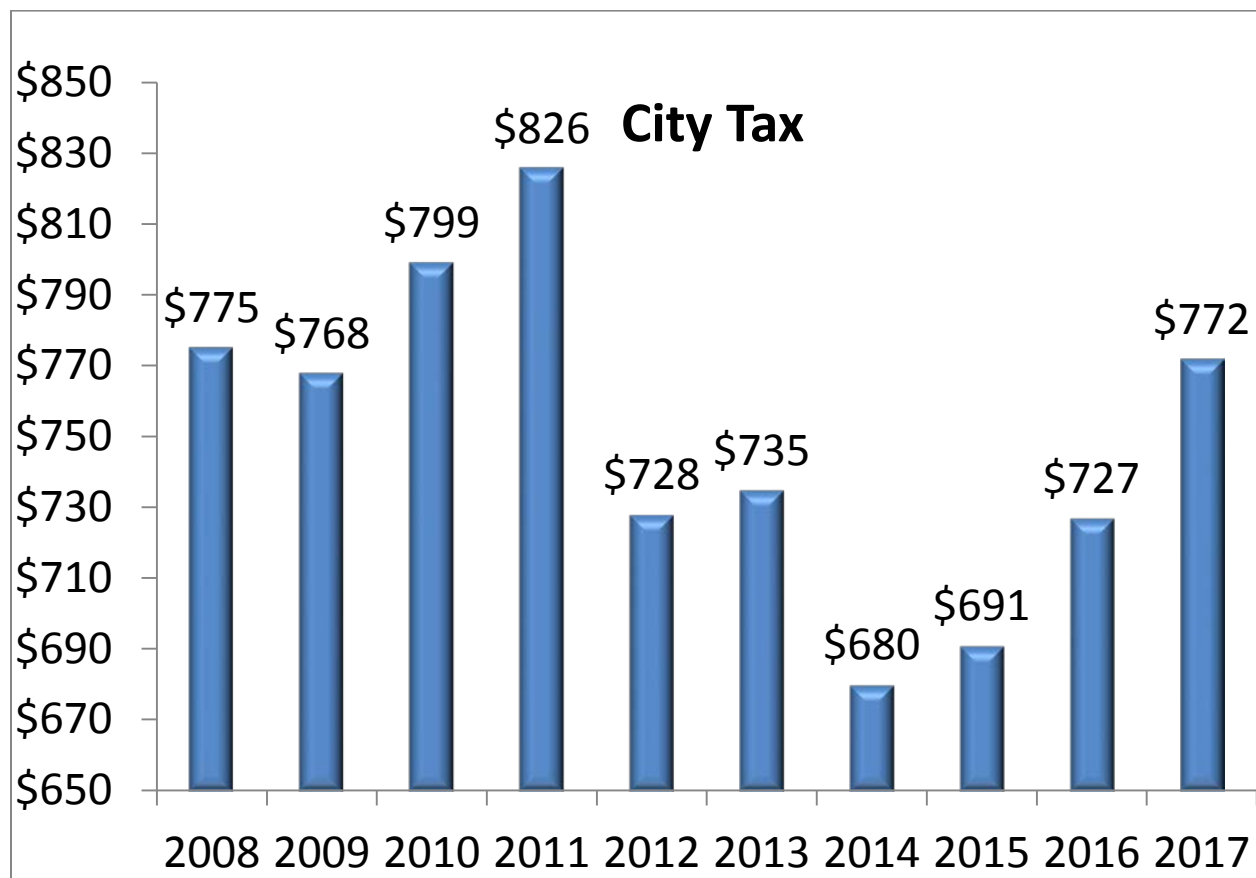
City	Population	2016 Levy	LGA	Cable & Xcel Franchise Fees	Total	Per Capita
Golden Valley	20,683	\$19,813,300	\$254,400	\$1,050,000	\$21,117,700	\$1,021
St. Anthony	8,226	7,722,500	523,000	107,100	8,352,600	1,015
Richfield	36,041	18,820,600	2,084,100	2,221,000	23,125,700	642
Columbia Heights	19,758	10,658,200	1,517,600	0	12,175,800	616
New Hope	20,904	10,663,000	616,200	438,500	11,717,700	561

Roseville	34,476	18,179,720	0	475,000	18,654,720	541
Maplewood	38,950	19,435,200	659,000	950,000	21,044,200	540
Fridley	27,865	12,597,800	1,350,000	290,000	14,237,800	511
Crystal	22,645	9,345,700	1,691,900	0	11,037,600	487
Shoreview	25,630	10,767,900	0	1,225,000	11,992,900	468
Mounds View	12,314	4,199,800	666,800	652,000	5,518,600	448
New Brighton - 2017	22,123	7,900,100	582,300	1,275,800	9,758,200	441
Arden Hills	9,876	3,478,800	0	94,000	3,572,800	362
White Bear Lake	24,555	4,829,400	1,542,700	300,000	6,672,100	272

The next slide illustrates New Brighton's past and proposed tax levies. This slide doesn't require much elaboration other than to illustrate that even with a proposed increase to the tax levy; New Brighton's tax levy is still relatively flat over the last decade.



Under the 2017 proposed tax levy and budget, the median valued home owner would pay \$772 in city taxes or \$64.33 per month.



LOCAL GOVERNMENT AID (LGA)

In 2014, the City began receiving Local Government Aid (LGA), which had not been the case since 2003. New Brighton is programed to receive \$582,300 in LGA for 2017. Of this amount, staff recommends using \$25,000 for storm water capital replacement projects, \$100,000 to help finance future street projects, and the remaining \$457,300 to offset the General Fund.

FUTURE LGA

Council received the Capital Improvement Plan (CIP) at this past year's team building retreat. Among the financing strategies to pay for the future street construction is the plan to move increasingly larger amounts of LGA out of the General Fund Operating Budget and over to the Stormwater Fund and Closed Bond Fund. This will mean taking LGA out of the General Fund budget with the goal of weening all LGA out of the General Fund budget. In late July 2015, staff presented the current street construction schedule for the next 20 years. Council directed staff to attempt to smooth out the cycle of projects and attempt to minimize impacts to the tax levy. Regardless of the how the ultimate plan looks regarding street reconstruction, it is the City Manager's recommendation to remove LGA from the General Fund and to place it in increasingly large amounts into Stormwater and Closed Bond Funds. This past year Council agreed with and supported this concept.

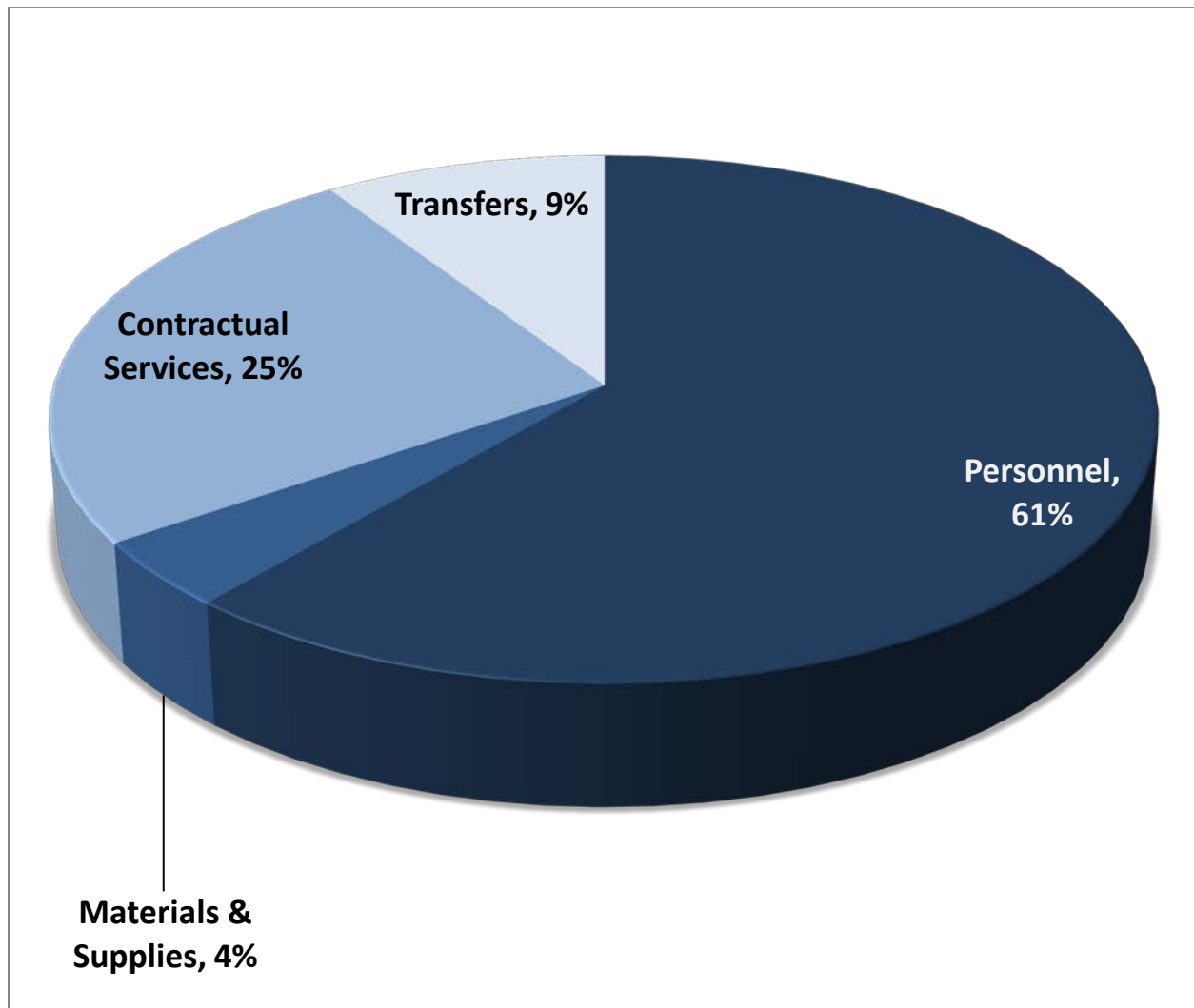
BUDGET DRIVERS

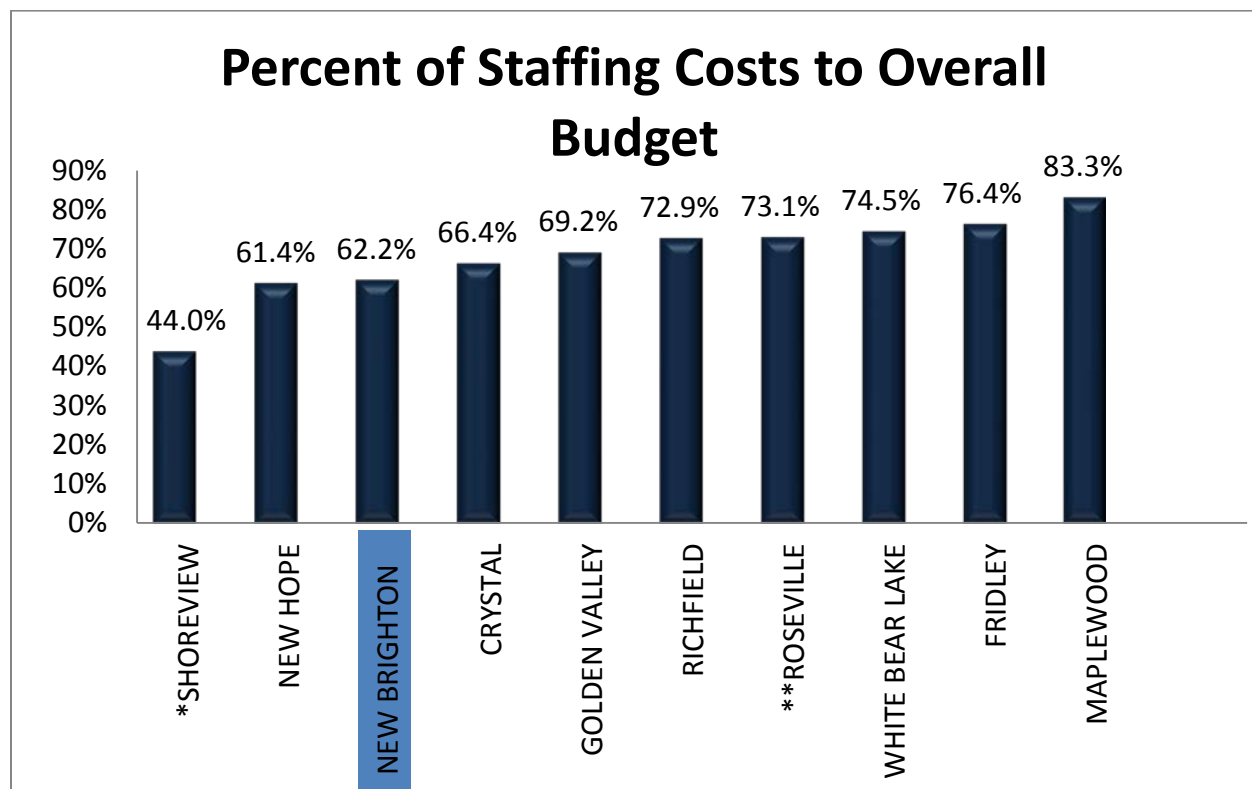
Other noteworthy items of the recommended preliminary 2017 budget are offered below:

COLA & Step Increases

The first year COLA and steps were paid to non-union employees after a two year wage freeze was in 2012. Restoring equity between union and non-union employees reinforces internal fairness, which deteriorated during the down economic years. The recommended 2017 General Fund Budget plans for a 2.5% cost of living increase of salaries and wages for non-union employees, step increases, and corresponding increases for FICA and PERA. The COLA increase equates to \$109,000 or 0.72 % of the recommended 2017 General Fund Expenditures. A cursory review of COLA adjustments being considered by metro-area communities suggests 2.5% is at the low end.

The pie chart below shows the percentage of spending that occurs on personnel costs as proposed by the 2017 Budget. In the 2016 budget presentations, the following bar chart was shared showing, by comparison, what percentage of the other cities' budgets are spent on personnel. These charts illustrate that New Brighton remains in the bottom three in terms of staffing costs related to the overall budget.





Street Debt

The proposed 2017 street reconstruction costs include \$175,000 for an internal loan payment from the general fund budget.

Turnover Ratio

The concept of a turnover ratio was developed and accepted by Council in 2015. Staff recognized that city budgets historically have assumed that all positions are filled 100% of the time. In practice, we have discovered there is some degree of staff turnover due to retirements, promotions, etc. In an effort to develop a tighter budget, staff analyzed what level of turnover the City has experienced over the last decade. With the exception of one year, the City historically has not spent all personnel dollars budgeted. Over ten years, the City has an average savings in personnel of \$191,552. In some years more is saved, in others less; and as mentioned before, in 2004, the personnel budget was over-spent.

Simply put, budgeting for some level of savings, due to staff turnover, results in a reduction of costs and therefore a reduction of impact on the tax levy. Staff recommended and Council approved using 1% as a reliable turnover ratio. This approach is substantiated by Bureau of Labor Statistics. For 2017, staff continues to factor in a turn-over ratio resulting in a budget cost reduction of \$93,500. This line-item can be seen on the summary sheet of the General Fund under expenditures.

CONCLUSION AND RECOMMENDATION

New Brighton has had level spending for the past nine years. From 2011 to 2014, the City's tax levy has been reduced by over eight percent even though cumulative inflation has increased by six percent in those same four years. The proposed 2017 levy increases are directed towards infrastructure, balancing the Golf Course budget, and affording the move of LGA out of the General Fund and into the Stormwater Fund and the Closed Bond Fund. The proposed 2017 Budget allocates resources in a way so as to augment front-line service employees

again as in 2016, but in a very deliberate way. Median-valued homeowners would pay \$772 for the year as a result of this budget and tax levy, which is \$3 less than the impact of the levy in 2008.

The budget, as presented, addresses each of the Council's strategic priorities as follows:

- Overall spending is based on long-term financial plans developed by staff and approved by Council – Financial Sustainability
- Spending on personnel as a percentage of the overall budget is among the lowest of comparable cities – Operational Excellence
- The 2017 Budget doesn't rely on any reserve funds – Effective Governance
- Service level employee staffing is addressed in this budget, as was in the 2016 Budget, with incremental adjustments – Workforce Engagement and Operational Excellence
- Median household city taxes will be \$3 lower than taxes paid by the same homeowner in 2008. – Operational Excellence

It is the City Manager's recommendation Council adopt the preliminary budget as proposed for 2017, and adopt the proposed 2017 tax levy of \$7,900,100. Staff seeks Council's direction on the budget and tax levy. Other budget meetings were held on August 23, 2016 and September 6th, 2016. This year's Truth and Taxation Hearing will be held on December 6, 2016 with final budget adoption scheduled for December 13, 2016.

General Fund

BUDGET REPORT FOR THE CITY OF NEW BRIGHTON

12/6/16

	2014	2015	2016	2017	2017	2017	2017
	ACTIVITY	ACTIVITY	AMENDED	DEPARTMENT	CITY MANAGER	ADOPTED	
DESCRIPTION			BUDGET	REQUESTED	RECOMMENDED	BUDGET	% CHANGE
GENERAL FUND							
REVENUES							
GENERAL TAXES	6,702,739	6,931,550	7,192,000	7,950,100	7,900,100	7,900,100	9.85%
FRANCHISE TAXES	889,253	850,840	1,272,200	1,275,800	1,275,800	1,275,800	0.28%
INTERGOVERNMENTAL	1,196,829	1,498,023	1,462,700	1,507,300	1,507,300	1,507,300	3.05%
CHARGES FOR SERVICE	3,104,886	2,934,698	3,206,200	3,323,400	3,323,400	3,323,400	3.66%
REFUNDS & REIMB	18,008	7,707	2,000	20,000	20,000	20,000	900.00%
OTHER/MISC	3,683	5,356	3,600	3,600	3,600	3,600	0.00%
INVESTMENT INCOME	296,089	27,643	81,000	83,000	83,000	83,000	2.47%
TRANSFER IN	88,600	0	33,500	0	0	0	-100.00%
RENTS	273,609	317,186	290,600	300,800	300,800	300,800	3.51%
OTHER FINANCING SOURCE	1,500	450	0	0	0	0	0.00%
CONTRIBUTIONS	0	15	0	0	0	0	0.00%
LICENSES	130,510	126,793	124,100	132,600	132,600	132,600	6.85%
PERMITS	607,747	939,950	500,000	500,000	500,000	500,000	0.00%
FINES & FORFEITURES	66,437	59,613	65,000	60,000	60,000	60,000	-7.69%
TOTAL REVENUES	13,379,890	13,699,824	14,232,900	15,156,600	15,106,600	15,106,600	6.14%
EXPENDITURES							
COUNCIL	0	0	0	52,600	52,600	52,600	0.00%
ADMINISTRATION	723,851	737,428	756,100	768,900	768,900	768,900	1.69%
ELECTIONS	48,737	37,889	87,700	55,300	55,300	55,300	-36.94%
LEGAL	100,725	138,277	127,500	137,000	137,000	137,000	7.45%
CENTRAL SERVICES	183,188	182,115	169,600	201,800	201,800	201,800	18.99%
FINANCE	479,279	502,303	526,000	544,300	544,300	544,300	3.48%
LICENSE BUREAU	138,830	159,822	270,800	356,000	356,000	356,000	31.46%
ENGINEERING	440,573	355,991	403,800	422,200	422,200	422,200	4.56%
STREETS	299,322	298,826	316,000	335,300	335,300	335,300	6.11%
GARAGE	600,189	535,736	553,000	552,600	552,600	552,600	-0.07%
COMMUNITY DEVELOPMENT	695,282	744,354	774,600	797,800	797,800	797,800	3.00%
RECYCLING	226,738	239,241	243,300	244,100	244,100	244,100	0.33%
PARKS	1,025,633	972,321	1,038,600	1,145,700	1,145,700	1,145,700	10.31%
FORESTRY	123,743	186,898	210,000	189,300	189,300	189,300	-9.86%
RECREATION	593,292	645,805	687,700	763,400	763,400	763,400	11.01%
COMMUNITY CENTER	1,200,375	1,267,324	1,379,900	1,552,800	1,502,800	1,502,800	8.91%
POLICE	4,272,560	4,623,720	4,640,800	4,783,700	4,783,700	4,783,700	3.08%
FIRE	849,454	868,083	913,400	942,100	942,100	942,100	3.14%
TRANSFERS	1,225,700	1,162,419	1,222,100	1,405,200	1,405,200	1,405,200	14.98%
TURN OVER RATIO - BUDGET	0	0	(88,000)	(93,500)	(93,500)	(93,500)	6.25%
TOTAL EXPENDITURES	13,227,471	13,658,552	14,232,900	15,156,600	15,106,600	15,106,600	6.14%
NET OF REVENUES/EXPENDITURES	152,419	41,272	0	0	0	0	
BEGINNING FUND BALANCE - ALL FUNDS	6,079,081	6,231,507	6,272,755	6,107,615	6,107,615	6,107,615	-2.63%
ENDING FUND BALANCE - ALL FUNDS	6,231,500	6,272,779	6,272,755	6,107,615	6,107,615	6,107,615	-2.63%

BUDGET REPORT FOR THE CITY OF NEW BRIGITON

12/6/16

		2014	2015	2016	2017	2017	2017	2017
		ACTIVITY	ACTIVITY	AMENDED	DEPARTMENT	CITY MANAGER		
GL NUMBER	DESCRIPTION			BUDGET	REQUESTED	APPROVED	ADOPTED	% CHANGE
Fund 101 - General Revenues								
REVENUES								
GENERAL TAXES								
101-0000-31111	CURRENT TAXES	5,431,617	5,772,603	7,192,000	7,950,100	7,900,100	7,900,100	9.85%
101-0000-31112	Delinquent Taxes	30,191	9,465	0	0	0	0	0.00%
101-0000-31113	Penalties & Interest	10,177	2,084	0	0	0	0	0.00%
101-0000-31114	Forfeit Sales & Adj	0	3,930	0	0	0	0	0.00%
101-0000-31117	Mobile lome Taxes	12,846	14,077	0	0	0	0	0.00%
101-0000-31119	FISCAL DISPARITIES	1,217,908	1,129,391	0	0	0	0	0.00%
GENERAL TAXES		6,702,739	6,931,550	7,192,000	7,950,100	7,900,100	7,900,100	9.85%
FRANCHISE TAXES								
101-0000-31601	XCEL FRANCHISE FEE	513,515	472,418	900,000	900,000	900,000	900,000	0.00%
101-0000-31602	CABLE FRANCHISE FEE	260,500	259,722	250,000	250,000	250,000	250,000	0.00%
101-0000-31603	CITY UTILITY FRANCHISE FEE	115,200	118,700	122,200	125,800	125,800	125,800	2.95%
	WATER FRANCHISE FEE				43,300			
	SEWER FRANCHISE FEE				69,100			
	STORMWATER FRANCHISE FEE				13,400			
FRANCHISE TAXES		889,215	850,840	1,272,200	1,275,800	1,275,800	1,275,800	0.28%
INTERGOVERNMENTAL								
101-0000-35501	State LGA	493,136	554,412	574,200	582,300	582,300	582,300	1.41%
101-0000-35510	Local Perform Aid	3,079	0	3,100	3,100	3,100	3,100	0.00%
101-0000-35511	PERA AID	16,906	16,906	16,900	16,900	16,900	16,900	0.00%
INTERGOVERNMENTAL		513,121	571,318	594,200	602,300	602,300	602,300	1.36%
REFUNDS & REIMB								
101-0000-37805	Refunds and Reimburs	16,222	4,575	0	20,000	20,000	20,000	0.00%
REFUNDS & REIMB		16,222	4,575	0	20,000	20,000	20,000	0.00%
OTIER/MISC								
101-0000-37890	Cash Over/Cash Short	(417)	0	0	0	0	0	0.00%
OTIER/MISC		(417)	0	0	0	0	0	0.00%
INVESTMENT INCOME								
101-0000-38801	Interest	56,900	38,075	81,000	83,000	83,000	83,000	2.47%
101-0000-38802	FAIR VALUE CIANGE	239,189	(10,432)	0	0	0	0	0.00%
INVESTMENT INCOME		296,089	27,643	81,000	83,000	83,000	83,000	2.47%
TRANSFER IN								
101-0000-39980	Transfers from Otlier	69,000	0	0	0	0	0	0.00%
TRANSFER IN		69,000	0	0	0	0	0	0.00%
OTIER FINANCING SOURCE								
	Sale of Assets	1,500	450	0	0	0	0	0.00%
TOTAL REVENUES		8,487,469	8,386,376	9,139,400	9,931,200	9,881,200	9,881,200	8.12%

BUGET REPORT FOR THE CITY OF NEW BRIGHTON

12/6/16

GL NUMBER	DESCRIPTION	2014	2015	2016	2017	2017	2017	2017
		ACTIVITY	ACTIVITY	AMENDED	DEPARTMENT	CITY MANAGER	ADOPTED	% CHANGE
				BUDGET	REQUESTED	APPROVED	BUDGET	
Fund 101 - Transfer Outs								
EXPENDITURES								
TRANSFER OUT								
101-9000-49992	Trans to Other Funds	1,225,700	1,162,419	1,222,100	1,405,200	1,405,200	1,405,200	-14.98%
	2011A GO IMPROV #367				67,000	67,000	67,000	
	2012A GO IMPROV #369				43,400	43,400	43,400	
	2015A GO IMPROV #371				145,000	145,000	145,000	
	2016 INTERNAL LOAN CLOSED BOND FUND #410				167,500	167,500	167,500	
	2017 INTERNAL LOAN CLOSED BOND FUND #410				175,000	175,000	175,000	
	FLEET				184,200	184,200	184,200	
	NON-FLEET				380,800	380,800	380,800	
	COMMUNITY REINVESTMENT				46,200	46,200	46,200	
	GOLF SPECIAL REVENUE				71,100	71,100	71,100	
	LGA TO STORM WATER FUND				25,000	25,000	25,000	
	LGA TO CLOSED BOND FUND				100,000	100,000	100,000	
	EXCESS FRANCHISE FEES TO CLOSED BOND FUND				0	0	0	
TRANSFER OUT		1,225,700	1,162,419	1,222,100	1,405,200	1,405,200	1,405,200	14.98%
TOTAL EXPENDITURES		1,225,700	1,162,419	1,222,100	1,405,200	1,405,200	1,405,200	14.98%

General Administration

BUDGET REPORT FOR THE CITY OF NEW BRIGHTON

12/6/2016

	2014	2015	2016	2017	2017	2017	2017
	ACTIVITY	ACTIVITY	AMENDED	DEPARTMENT	CITY MANAGER	ADOPTED	
DESCRIPTION			BUDGET	REQUESTED	RECOMMENDED	BUDGET	% CHANGE
Fund 101 - ADMINISTRATION DEPARTMENT							
REVENUES							
CHARGES FOR SERVICE	22,420	15,052	0	0	0	0	0.00%
TOTAL REVENUES	22,420	15,052	0	0	0	0	0.00%
EXPENDITURES							
PERSONNEL SVCS	486,268	491,828	528,200	549,300	549,300	549,300	3.99%
CONTRACTUAL SVCS	527,465	566,519	566,400	620,000	620,000	620,000	9.46%
MATERIAL & SUPPLIES	42,768	37,362	46,300	46,300	46,300	46,300	0.00%
TOTAL EXPENDITURES	1,056,501	1,095,709	1,140,900	1,215,600	1,215,600	1,215,600	6.55%
NET OF REVENUES/EXPENDITURES	(1,034,081)	(1,080,657)	(1,140,900)	(1,215,600)	(1,215,600)	(1,215,600)	6.55%

CITY OF NEW BRIGHTON STRATEGIC PLAN 2017

MAYOR AND COUNCIL

Service Description

The Mayor and City Council portion of the budget provide funds for the Community Open House, resident outreach activity, and meals before meetings.

The City Council approved the implementation of strategic priorities in 2013. The City Council adopted six strategic priorities for the City. Each year the Council analyzes and tweaks the strategic priorities based on the needs of the organization. In 2016 the strategic priorities were revised to five. The five priorities are:

1. Financial Sustainability;
2. Community Engagement;
3. Economic Development;
4. Operational Excellence;
5. Workforce Engagement and Development.

The City's strategic priorities includes key performance indicators (KPI's), measurements, targets, and strategic initiatives the City Manager is responsible for managing and successfully monitoring the goals and outcomes for each priorities. The intent of the strategic priorities is to safeguard and sustain future success for the City. The Strategic Plan or Budget is developed and recommended to the City Council. The Mayor and Council direct the City Manager and staff on the final form of the budget and the resulting tax levy.

Proposed Changes to Service Level or Revenues

This portion of the budget is new will be tracked and tweaked for changes each year. There may be a need to add and remove line items based on what the service needs for this area ultimately are decided.

Personnel Status and Strategy

The Mayor and Council each receive monthly stipends for their service as established by ordinance.

Strategic Opportunities and Challenges

The City Council continues to make decisions in regards to the annual budget, the strategic priorities, direction to the City Commissions, and creating the vision and direction of the City.

New Brighton faces many challenges and the Mayor and Council provide strategic leadership and direct the City Manager to fulfill their direction. The Mayor and Council strive to engage the community in order to understand the needs and wants of their constituents.

BUDGET REPORT FOR CITY OF NEW BRIGHTON

12/6/16

GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 AMENDED BUDGET	2017 DEPARTMENT REQUESTED BUDGET	2017 CITY MANAGER RECOMMENDED BUDGET	2017 ADOPTED BUDGET	2017 % CHANGE
Fund 101 - Council								
EXPENDITURES								
PERSONNEL SVCS								
101-1110-41100	Regular/Part time	0	0	0	36,600	36,600	36,600	0.00%
101-1110-41640	FICA/MEDICARE	0	0	0	2,800	2,800	2,800	0.00%
101-1110-41645	PERA	0	0	0	1,200	1,200	1,200	0.00%
101-1110-41660	Workers' Comp	0	0	0	100	100	100	0.00%
	PERSONNEL SVCS	0	0	0	40,700	40,700	40,700	0.00%
CONTRACTUAL SVCS								
101-1110-43370	TRAINING	0	0	0	4,500	4,500	4,500	0.00%
	LMC CONFERENCE				1,500	1,500	1,500	
	NATL LEAGUE OF CITIES				3,000	3,000	3,000	
101-1110-43375	SUBSISTENCE	0	0	0	5,900	5,900	5,900	0.00%
	COUNCIL MEALS				3,200	3,200	3,200	
	COMMUNITY OPEN HOUSE LUNCHEON				2,200	2,200	2,200	
	OTHER				500	500	500	
101-1110-43380	Travel	0	0	0	1,500	1,500	1,500	0.00%
	NATIONAL LEAGUE OF CITIES				1,500	1,500	1,500	
	CONTRACTUAL SVCS	0	0	0	11,900	11,900	11,900	0.00%
	TOTAL EXPENDITURES	0	0	0	52,600	52,600	52,600	0.00%
	NET OF REVENUES/EXPENDITURES	0	0	0	(52,600)	(52,600)	(52,600)	0.00%

CITY OF NEW BRIGHTON

STRATEGIC PLAN 2017

ADMINISTRATION

Service Description

The City Manager's Office is responsible for overseeing service delivery and operations for all municipal departments. It supports the Mayor and City Council's policy-making responsibilities and supports the Council decision making process through the preparation of Council agendas and supporting materials. The City Manager is responsible for ensuring that Council policy directions are implemented in a timely and professional manner. This department handles all human resources and labor relation activities, including personnel hiring and firing, staff evaluations, contract negotiations, benefits review and administration, and staff training. Ultimately, accountable to the City Council, the City Manager is responsible for the financial state of the City execution of any and all long-term plans.

- Ensures that the Strategic Plan is implemented successfully by the City.
- Provide leadership & support to Council
- Manage human resource related functions and organizational trainings
- Ensure effective communication with the public and staff
- Collaborate and liaison with organizations, community groups, and neighboring cities
- Promote & enhance efficiencies and responsiveness in the City
- Encourage citizen engagement

Administration staff manages marketing and communication efforts with the public. Staff produces newsletters, news releases, flyers, and other communication efforts, including the City webpage, Facebook and cable TV programming. Municipal events are coordinated through this office, with staff interacting with various community groups.

The City Manager's Office, in conjunction with the City Council, is active in monitoring and participating in legislative activities, and professional liaison work. City Advisory Commission members and other municipal volunteers are recruited and processed through Administration.

The City's technology efforts are the responsibility of the City Manager's Office. This includes the maintenance and development of the City's network computer system, telephone systems, and other technology-related services and equipment that are maintained by the IT Department.

The City belongs to many local, regional, state, and national organizations and associations that focus on the needs of municipalities. The City Manager's office manages these memberships. The Mayor, City Council, and City Manager are all actively involved in these types of activities and the leadership of these associations throughout the year.

The City Manager's staff functions as the City Hall receptionist to the public on the phone and in person. The Office Assistant provides staffing for Administration being one of the first points of contact with customers at City Hall. Administration staff supports and is a back-up for building permits and inspection services as well.

Personnel Status

Administration Staff Adjustments

The 2017 budget includes the new Assistant City Manager position. Strategically, the City is in need of a backup to the City Manager. The City has not had an Assistant City Manager since 2007. Having a seasoned Assistant City Manager is necessary for a variety of reasons; most notably the Assistant City Manager would also provide research support for the City Manager, manage human resource services for the organization, and supervise the IT and office support staff.

		FTE	FTE	FTE	FTE
	Administration Positions	2014	2015	2016	2017
	City Manager	1	1	1	1
	Assistant City Manager	0	0	0	1
	Assistant to the City Manager	1	0	0	0
	Management Analyst/HR Specialist	0	1	1	0
	City Clerk	0	1	1	1
	Deputy Clerk (Finance in 2014)	0	0	0	1
	Office Assistant (Moved to CD/DCAD)	1	1	0	0
	Office Assistant	1	1	1	1
	Office Assistant Seasonal	0	.025	0	0
Total		4	5.25	4	5

Strategic Opportunities and Challenges

- The continued implementation of the three year strategic priorities that was adopted by the City Council in 2013. Use of the community survey and employee survey results will continue to shape decisions and actions on the strategic priorities in 2016.
 - The City Manager would like to create a unique training program for staff. This program would provide professional growth opportunities for staff that they could apply to internal opportunities as well as external career growth. This project would be comprehensive and meet the Council's **Workforce Engagement** priority and the desires stated by staff in a recent organizational survey.
 - Adoption and implementation of long-term financial plans such as the CIP that was introduced to Council in the 2016 budget year will help the Council meet its **Financial Sustainability** priority as well as **Effective Service Delivery**.
- The City Manager's office oversees the DX Response legal and engineering team for the City. This team has been assembled to confront the containment of emerging concern known as 1, 4-Dioxane. This project will involve a multiyear legal and engineering strategy to design and construct an expansion to the City's existing water treatment system while navigating dollars for the project through the City's litigation settlement with the Federal Government. Another key element to this project is maintaining public trust through regular and timely communication pieces. This effort specifically relates to the **Community Engagement Priority**.

- Managing recent transition and changes of various key positions such the Finance Director, the Utility Billings Clerk, City Clerk, Management Analyst, and the Department of Community Assets and Development along with recent retirements and other personnel movement.
- The City's website will be redesigned so be more user friendly to the public and will also enhance **Community Engagement**.
- The City Manager's office will continue to search for and be open to joint powers/shared service type relationships with other public organizations in an effort to provide cost effective services. One such example is the contract providing building inspection services to the City of Saint Anthony Village. This is an example of **Effective Service Delivery**.
- The recruitment of personnel is costly and intensive. The use of more cost effective techniques, such as the internet, continues to enhance our efforts to reach the public.
- A significant challenge will relate to maintaining active engagement in legislative policy discussions that impact New Brighton. One of New Brighton's objectives is to strive to have a diversified revenue base that is sensitive to community demographics and is stable in meeting the community's long term needs or in other words ensure the City's **Financial Sustainability**.
- Administration continues to emphasize the use of technology for the purposes of sharing information, meeting (Council and Commissions) facilitation, updating of financial software lead by the Finance Department and updating and maintaining digital records via Laserfische among other initiatives.
- The City continues to look at improving the overall wellness of the personnel. The City's wellness program will look at improving the overall wellbeing of staff in order to potentially control costs of insurance, improve morale, and have healthier staff.

BUDGET REPORT FOR THE CITY OF NEW BRIGHTON

12/6/16

		2014	2015	2016	2017	2017	2017	2017
					DEPARTMENT REQUESTED BUDGET	CITY MANAGER RECOMMENDED BUDGET	ADOPTED BUDGET	
GL NUMBER	DESCRIPTION	ACTIVITY	ACTIVITY	AMENDED BUDGET	BUDGET	BUDGET	BUDGET	% CHANGE
Fund 101 - Administration								
REVENUES								
CHARGES FOR SERVICE								
101-2112-36615	ST ANTHONY H-R SERV	6,700	0	0	0	0	0	0.00%
CHARGES FOR SERVICE		6,700	0	0	0	0	0	0.00%
TOTAL REVENUE		6,700	0	0	0	0	0	0.00%
EXPENDITURES								
PERSONNEL SVCS								
101-2112-41100	Regular/Part time	319,728	362,918	367,500	361,500	361,500	361,500	-1.63%
101-2112-41110	Overtime Wage	563	1,687	0	0	0	0	0.00%
101-2112-41120	COMP TIME PAY	3,627	1,343	0	0	0	0	0.00%
101-2112-41400	Severance Pay	43,373	4,064	3,600	3,700	3,700	3,700	2.78%
101-2112-41500	Mileage	4,800	4,800	4,800	4,800	4,800	4,800	0.00%
101-2112-41640	FICA/MEDICARE	25,963	26,465	26,900	25,100	25,100	25,100	-6.69%
101-2112-41645	PERA	21,785	25,558	26,200	26,200	26,200	26,200	0.00%
101-2112-41650	Insurance Contrib	36,896	41,729	38,400	51,500	51,500	51,500	34.11%
101-2112-41660	Workers' Comp	2,200	2,200	2,200	2,200	2,200	2,200	0.00%
101-2112-41670	Unemployment Comp	0	805	0	0	0	0	0.00%
101-2112-41675	CC EMPL MEMBERSHIP	929	1,283	1,300	1,400	1,400	1,400	7.69%
PERSONNEL SVCS		459,864	472,852	470,900	476,400	476,400	476,400	1.17%
MATERIAL & SUPPLIES								
101-2112-42170	Misc Mat & Sup	1,192	1,901	2,500	2,500	2,500	2,500	0.00%
101-2112-42250	Books & Periodicals	535	53	1,000	1,000	1,000	1,000	0.00%
101-2112-42280	Small Equipment	0	375	800	800	800	800	0.00%
MATERIAL & SUPPLIES		1,727	2,329	4,300	4,300	4,300	4,300	0.00%
CONTRACTUAL SVCS								
101-2112-43300	Professional Service	21,941	18,278	25,000	25,500	25,500	25,500	2.00%
	ARBITRATION				2,500	2,500	2,500	
	HEALTHPARTNERS EAP				1,500	1,500	1,500	
	ABG OF RED WING				16,500	16,500	16,500	
	ANNUAL COUNCIL RETREAT				3,500	3,500	3,500	
	ABG COBRA ADMINISTRATION				1,500	1,500	1,500	
101-2112-43309	PROMOTIONS	9,310	7,099	9,000	9,000	9,000	9,000	0.00%
	ANNUAL COMMUNITY OPEN HOUSE				1,800	1,800	1,800	
	ANNUAL NEIGHBORHOOD MEETINGS				200	200	200	
	ANNUAL EMPLOYEE BREAKFAST				6,000	6,000	6,000	
	MISC. PROMOTIONAL ACTIVITIES FOR CITY				1,000	1,000	1,000	
101-2112-43330	Postage	400	455	2,000	500	500	500	-75.00%
101-2112-43340	Printing/Publishing	10,285	16,731	15,000	15,000	15,000	15,000	0.00%
	LEGAL POSTINGS				3,000	3,000	3,000	
	PRINTING - IN THE NEIGHBORHOOD MEETINGS				2,500	2,500	2,500	
	ANDY SOLVEDT - LAYOUT FOR ANNUAL REPORT				3,000	3,000	3,000	
	NEIGHBORHOOD MEETING POSTCARDS				1,500	1,500	1,500	
	ANNUAL REPORT PRINTING				5,000	5,000	5,000	
101-2112-43360	Subscrip/Member/Dues	143,162	152,887	156,000	157,500	157,500	157,500	0.96%
	CPY				12,900	12,900	12,900	
	NORTHEAST YOUTH AND FAMILY SERVICES				37,400	37,400	37,400	
	NORTH SUBURBAN CABLE COMMISSION				60,300	60,300	60,300	
	NORTH METRO MAYERS ASSOCIATION				9,800	9,800	9,800	
	LEAGUE OF MN CITIES				17,700	17,700	17,700	
	ASSOCIATION OF METRO MUNICIPALITIES				7,700	7,700	7,700	
	NATIONAL LEAGUE OF CITIES				2,500	2,500	2,500	
	I-35W CORRIDOR COALITION				4,500	4,500	4,500	
	ICMA				2,000	2,000	2,000	
	RAMSEY COUNTY LEAGUE OF LOCAL GOVERNMENT				1,500	1,500	1,500	
	MAMA				50	50	50	
	MPELRA				200	200	200	
	MCMA				400	400	400	
	MAMA				50	50	50	
	IPMA-HR				200	200	200	

BUDGET REPORT FOR THE CITY OF NEW BRIGHTON

12/6/16

GL NUMBER	DESCRIPTION	2014	2015	2016	2017	2017	2017	2017
		ACTIVITY	ACTIVITY	AMENDED BUDGET	DEPARTMENT REQUESTED BUDGET	CITY MANAGER RECOMMENDED BUDGET	ADOPTED BUDGET	% CHANGE
	TWIN CITY NORTH CHAMBER				300	300	300	
101-2112-43370	TRAINING	19,328	11,318	12,000	12,000	12,000	12,000	0.00%
101-2112-43373	Recruitment Costs	223	0	1,000	4,000	4,000	4,000	300.00%
101-2112-43375	SUBSISTENCE	10,363	14,713	9,000	3,500	3,500	3,500	-61.11%
101-2112-43380	Travel	3,127	2,281	3,500	3,500	3,500	3,500	0.00%
101-2112-43510	MAINT BLDG, EQUIP	10	0	0	3,000	3,000	3,000	0.00
	BS&A HR MODULE				3,000	3,000	3,000	
101-2112-43563	RISK MGMT INTERNAL	4,400	4,000	4,000	4,200	4,200	4,200	5.00%
101-2112-43564	INFO TECH INTERNAL	30,800	31,900	32,900	38,500	38,500	38,500	17.02%
101-2112-43590	Other Services	8,911	2,585	11,500	12,000	12,000	12,000	4.35%
	FIRST LAB QUARTERLY CDL DRUG ALCOHOL TEST				1,000	1,000	1,000	
	PRE-EMPLOYMENT PHYSICAL EXAMS				1,500	1,500	1,500	
	RETURN TO WORK PHYSICAL EXAMS				500	500	500	
	MISC CONSULTATION SERVICES				5,000	5,000	5,000	
	OTHER EXPENSES				4,000	4,000	4,000	
CONTRACTUAL SVCS		262,260	262,247	280,900	288,200	288,200	288,200	2.60%
TOTAL EXPENDITURES		723,851	737,428	756,100	768,900	768,900	768,900	1.69%
NET OF REVENUES/EXPENDITURES		(717,151)	(737,428)	(756,100)	(768,900)	(768,900)	(768,900)	1.69%

CITY OF NEW BRIGHTON STRATEGIC PLAN 2017

LEGAL

Service Description

The City of New Brighton benefits from the maintenance of professional legal services, both in the area of civil and criminal legal matters. The City retains the services of Kennedy and Graven for civil matters. The City also utilizes the law firm of Hughes and Costello for municipal prosecution matters. On occasion, the City needs other legal services associated with special matters, such as environmental or personnel issues. On these occasions, other legal consultants are contracted.

Proposed Changes to Service Level or Revenues

The current budget situation requires a more stringent management strategy for the legal services received by the City. While no formal service level changes are proposed in this area, staff has been directed to reduce, wherever feasible, the use of our City Attorney. Obviously, where real or potential legal exposure exists, or where a formal legal opinion is required, the City Attorney will be used as necessary. The City has implemented the practice of not requiring the City Attorney at City Council meetings, except where the potential for a legal problem could arise.

Personnel Status and Strategy

This department does not have any direct personnel costs

Strategic Opportunities and Challenges

Ongoing management regarding the extent of legal services will continue. The City of New Brighton currently benefits from excellent contracted legal services, in all areas, yet strives to be conservative in the extent of their use. It will be important to try to minimize the level of legal services necessary. This is accomplished through regular review of needs and issues that can be resolved without the use of legal help.

BUDGET REPORT FOR CITY OF NEW BRIGHTON

12/6/16

		2014	2015	2016	2017	2017	2017	2017
		ACTIVITY	ACTIVITY	AMENDED	DEPARTMENT	CITY MANAGER	ADOPTED	
GL NUMBER	DESCRIPTION			BUDGET	REQUESTED	APPROVED	BUDGET	% CHANGE
					BUDGET	BUDGET		
Fund 101 - Legal								
EXPENDITURES								
CONTRACTUAL SVCS								
101-2115-43300	Professional Service	0	0	0	0	0	0	0.00%
101-2115-43703	LEGAL COSTS	100,725	138,277	127,500	137,000	137,000	137,000	7.45%
	PROSECUTING ATTORNEY				78,000	78,000	78,000	
	CITY ATTORNEY TOP HOURLY RATE 151				59,000	59,000	59,000	
	CONTRACTUAL SVCS	100,725	138,277	127,500	137,000	137,000	137,000	7.45%
	TOTAL EXPENDITURES	100,725	138,277	127,500	137,000	137,000	137,000	7.45%
	NET OF REVENUES/EXPENDITURES	(100,725)	(138,277)	(127,500)	(137,000)	(137,000)	(137,000)	7.45%

CITY OF NEW BRIGHTON STRATEGIC PLAN 2017

ELECTIONS

Service Description

The City Clerk administers state, federal and local elections in the City of New Brighton. This includes contracting with facilities to use as polling locations, recruiting, hiring and training a sufficient number of election judges, managing absentee balloting and health care facility voting activities, equipment testing, complying with legal notification requirements, assembling supplies and materials and managing all election return paperwork. It also includes working with Ramsey County Elections and the MN Secretary of State's Office to ensure that New Brighton's elections are administered in compliance with all state statutes, state rules and state-wide best practices to guarantee accuracy, integrity and consistency.

Proposed Changes to Service Level or Revenues

In 2016, the City of New Brighton began elections administration in the Administration Department. In 2015 the City created additional precincts to reduce the number of voters served at each location to bring the City's precincts into compliance with state standards. A combined polling place was eliminated and each precinct was given its own polling location. New ballot counters and ADA compliant election equipment were purchased in 2015 and polling place staffing levels were adjusted to meet the state-wide staffing formula. While these changes were implemented in time for the 2015 municipal election, there will be significant voter outreach and election judge training needed for the 2016 Presidential election. The City anticipates no local election in 2017.

Personnel Status and Strategy

The City Clerk is responsible for election administration but will require a minimal amount of assistance from other staff members. In 2016, polling places will be staffed using the formula of one election judge for every 140 expected voters. Election judges will be used to handle in person absentee voting at City Hall for both the 2016 primary and general elections. In addition, election judges will be used for election preparatory tasks such as packing supply bins, preparing absentee ballot packets, etc. In 2017 there will be no local election and thus no need for election judges.

Strategic Opportunities and Challenges

These changes improve the integrity of New Brighton's election process and provide an opportunity for City staff to create a positive government experience for New Brighton residents.

BUDGET REPORT FOR CITY OF NEW BRIGHTON

12/6/16

		2014	2015	2016	2017	2017	2017	2017
				DEPARTMENT	CITY MANAGER			
GL NUMBER	DESCRIPTION	ACTIVITY	ACTIVITY	AMENDED BUDGET	REQUESTED BUDGET	APPROVED BUDGET	ADOPTED BUDGET	% CHANGE
Fund 101 - ELECTIONS								
REVENUES								
CHARGES FOR SERVICE								
101-2114-36602	Non-Txble Serv/Merch	15,720	15,052	0	0	0	0	0.00%
CHARGES FOR SERVICE		15,720	15,052	0	0	0	0	0.00%
TOTAL REVENUES		15,720	15,052	0	0	0	0	0.00%
EXPENDITURES								
PERSONNEL SVCS								
101-2114-41100	Regular/Part time	22,405	16,168	53,200	27,900	27,900	27,900	-47.56%
101-2114-41110	Overtime Wage	907	48	0	0	0	0	0.00%
101-2114-41120	COMP TIME PAY	158	0	0	0	0	0	0.00%
101-2114-41640	FICA/MEDICARE	533	598	800	900	900	900	12.50%
101-2114-41645	PERA	619	585	800	800	800	800	0.00%
101-2114-41650	Insurance Contrib	1,682	1,477	2,400	2,500	2,500	2,500	4.17%
101-2114-41660	Workers' Comp	100	100	100	100	100	100	0.00%
PERSONNEL SVCS		26,404	18,976	57,300	32,200	32,200	32,200	-43.80%
MATERIAL & SUPPLIES								
101-2114-42170	Misc Mat & Sup	0	1,762	1,000	1,000	1,000	1,000	0.00%
MATERIAL & SUPPLIES		0	1,762	1,000	1,000	1,000	1,000	0.00%
CONTRACTUAL SVCS								
101-2114-43300	Professional Service	11,640	5,682	16,500	8,900	8,900	8,900	-46.06%
101-2114-43340	Printing/Publishing	217	715	1,000	1,000	1,000	1,000	0.00%
101-2114-43360	Subscrip/Member/Dues	40	0	0				
101-2114-43375	SUBSISTENCE	87	16	400	400	400	400	0.00%
101-2114-43380	Travel	149	138	400	400	400	400	0.00%
101-2114-43561	NONFLEET INTERN CHRG	10,100	10,400	10,700	11,000	11,000	11,000	2.80%
101-2114-43563	RISK MGMT INTERNAL	100	200	200	200	200	200	0.00%
101-2114-43703	LEGAL COSTS	0	0	200	200	200	200	0.00%
CONTRACTUAL SVCS		22,333	17,151	29,400	22,100	22,100	22,100	-24.83%
TOTAL EXPENDITURES		48,737	37,889	87,700	55,300	55,300	55,300	-36.94%
NET OF REVENUES/EXPENDITURES		(33,017)	(22,837)	(87,700)	(55,300)	(55,300)	(55,300)	-36.94%

CITY OF NEW BRIGHTON STRATEGIC PLAN 2017

CENTRAL SERVICES

Service Area Description

This general budget section provides a location for the City to fund items and activities that impact the entire organization. It includes such things as utilities and postage expenses. It also provides for City Hall maintenance costs and certain equipment maintenance contracts. Historically, this department area has also provided nominal appropriations for special studies that have an impact on the entire organization.

Proposed Changes to Service Level or Revenue

- There are not any proposed changes to service levels or revenues in this area.

Personnel Status and Strategy

This budget area does not include any specific personnel.

Strategic Opportunities and Challenges

- Maintenance expenses for municipal facilities are a significant and important responsibility.
- Every two years the City funds a community survey. The community survey is funded in central services.

BUDGET REPORT FOR CITY OF NEW BRIGHTON

12/6/2016

GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 AMENDED BUDGET	2017 DEPARTMENT REQUESTED BUDGET	2017 CITY MANAGER RECOMMENDED BUDGET	2017 ADOPTED BUDGET	2017 % CHANGE
Fund 101 - Central Services								
EXPENDITURES								
MATERIAL & SUPPLIES								
101-2119-42170	Misc Mat & Sup	41,031	32,628	40,000	40,000	40,000	40,000	0.00%
101-2119-42280	Small Equipment	10	643	1,000	1,000	1,000	1,000	0.00%
	MATERIAL & SUPPLIES	41,041	33,271	41,000	41,000	41,000	41,000	0.00%
CONTRACTUAL SVCS								
101-2119-43300	Professional Service	13,740	39,427	10,000	30,000	30,000	30,000	200.00%
	TIMESAVERS				8,000	8,000	8,000	
	OTHER STUDIES				2,000	2,000	2,000	
	COMMUNITY SURVEY				20,000	20,000	20,000	
101-2119-43318	Electricity	24,611	24,188	25,400	27,300	27,300	27,300	7.48%
101-2119-43319	Natural Gas	10,451	7,798	10,800	10,800	10,800	10,800	0.00%
101-2119-43330	Postage	16,929	13,080	16,000	16,200	16,200	16,200	1.25%
	CITY NEWSLETTER				2,500	2,500	2,500	
	NEIGHBORHOOD MEETING				2,500	2,500	2,500	
	TOWN HALL MEETING				2,500	2,500	2,500	
	GENERAL POSTAGE				8,700	8,700	8,700	
101-2119-43340	Printing/Publishing	504	210	300	300	300	300	0.00%
101-2119-43350	CLEANING	11,367	18,875	19,600	22,000	22,000	22,000	12.24%
101-2119-43351	WASTE REMOVAL	1,656	(15)	1,800	1,800	1,800	1,800	0.00%
101-2119-43360	Subscrip/Member/Dues	0	0	300	300	300	300	0.00%
101-2119-43375	SUBSISTENCE	753	0	0	0	0	0	0.00%
101-2119-43510	MAINT BLDG, EQUIP	41,908	23,881	20,000	20,000	20,000	20,000	0.00%
	HVAC				10,000	10,000	10,000	
	ELEVATOR				2,000	2,000	2,000	
	FURNISHINGS				3,000	3,000	3,000	
	MISCELLANEOUS				5,000	5,000	5,000	
101-2119-43561	NONFLEET INTERN CHRG	17,900	19,400	19,400	27,100	27,100	27,100	39.69%
101-2119-43590	Other Services	2,328	2,000	5,000	5,000	5,000	5,000	0.00%
	CONTRACTUAL SVCS	142,147	148,844	128,600	160,800	160,800	160,800	25.04%
TOTAL EXPENDITURES		183,188	182,115	169,600	201,800	201,800	201,800	18.99%
NET OF REVENUES/EXPENDITURES		(183,188)	(182,115)	(169,600)	(201,800)	(201,800)	(201,800)	18.99%

Finance

BUDGET REPORT FOR THE CITY OF NEW BRIGHTON

12/6/16

	2014	2015	2016	2017	2017	2017	2017
	ACTIVITY	ACTIVITY	AMENDED	DEPARTMENT	CITY MANAGER	ADOPTED	
DESCRIPTION			BUDGET	REQUESTED	RECOMMENDED	BUDGET	% CHANGE
Fund 101 - FINANCE DEPARTMENT							
REVENUES							
CHARGES FOR SERVICE	241,195	242,155	320,900	401,200	401,200	401,200	25.0%
OTHER/MISC	0	(79)	0	0	0	0	0.0%
TOTAL REVENUES	241,195	242,076	320,900	401,200	401,200	401,200	25.0%
EXPENDITURES							
PERSONNEL SVCS	460,681	505,318	636,200	732,700	732,700	732,700	15.2%
MATERIAL & SUPPLIES	2,130	1,458	2,700	2,700	2,700	2,700	0.0%
CONTRACTUAL SVCS	155,298	155,349	157,700	164,700	164,700	164,700	4.4%
MISCELLANEOUS EXP	0	0	200	200	200	200	0.0%
TOTAL EXPENDITURES	618,109	662,125	796,800	900,300	900,300	900,300	13.0%
NET OF REVENUES/EXPENDITURES	(376,914)	(420,049)	(475,900)	(499,100)	(499,100)	(499,100)	4.9%

CITY OF NEW BRIGHTON

STRATEGIC PLAN 2017

FINANCE

- **FINANCE and LICENSE BUREAU**

Service Description

The Finance Department performs a vital role for the City to implement its *Vision to be the preferred place, to live, work and play*. Through its efforts with accounting, financial reporting processes, and system of internal controls the City's *Value - Accountability & Integrity in Service Delivery* and the City's *Mission – By working in partnership with our citizens, we are committed to guaranteeing that their investment in New Brighton will be protected and will be returned to them in financial and social dividends* are achieved. Specifically, the Finance Department's support services include processing accounts payable, accounts receivable, payroll, maintaining the City's investment portfolio, recordkeeping for our capital assets and infrastructure, and accounting and financial reporting. It is also heavily involved in the preparation of the City's annual budget and long-range financial plans. Finance oversees the City's debt management and obtaining comprehensive property, liability and workers compensation insurance coverage. The Department coordinates the annual audit of the City's financial transactions, accounting records, and annual financial statements. The City has received the Certificate of Achievement for Excellence in Financial Reporting for its annual financial reports for over twenty consecutive years. The Government Finance Officers Association of the United States and Canada presents this prestigious award to those governments whose annual financial reports achieve the highest standards in government accounting and financial reporting.

- Provide financial management of City resources
- Manage finances of City utilities, including utility billing
- Operate the License Bureau
- Coordinate the preparation of the annual operational budgets
- Prepare financial reports including the annual financial statements
- Manage the capital budgets and other long-term financial plans
- Perform debt management responsibilities
- Perform accounting duties, such as payroll, accounts payable, and accounts receivable

In addition to the General Fund, four enterprise operations and six internal service operations are supported by the Finance Department. The City maintains enterprise funds to account for the operations of the Water, Sewer and Stormwater utilities, and Street Lighting. Enterprise funds are used by governmental units to account for services provided to the general public on a user charge basis. The Finance Department prepares a rate study to ensure that utility rates are sufficient to cover the cost of providing the services. Activities and operations that provide services to departments of the City on a cost reimbursement basis are accounted for by internal service funds. The six internal service funds of the City are Risk Management,

Compensated Absences, Fleet Replacement, Non-Fleet Replacement, Pavement Management and Information Technology.

The accounts receivable function includes utility billing. Water meters are read and customers are billed on a quarterly basis. The City Council approves utility rates after considering the recommendations given in the rate study. Changes in utility rates are implemented according to their adopted resolution. Sanitary sewer is not a metered service. Sewer rates are determined by the amount of water consumed during the respective customer's winter quarter. Each year the accounting technician will recalculate each customer's quarterly sewer charge.

New Brighton's License Bureau operations are the responsibility of the Finance Department. The operations facilitate the sale of Minnesota motor vehicle license plates and tabs, DNR fishing and hunting licenses, and processing of motor vehicle title transfers. The City retains a small portion of the fees with the vast majority going to the State. The City's License Bureau revenues exceed its operating costs. This net contribution provides an alternative revenue source to the overall General Fund budget, thereby reducing a little pressure on the operating tax levy. In 2016, we increased our office hours 8 to 5pm and added Saturday's 9-1pm which has increased service at our location. The City continues to pursue State legislation to add issuing driver's licenses as a service to our bureau. If we are able to offer this additional service we have requested to hire 2 additional part-time clerks.

Proposed Changes in Service Level or Revenue

- The addition of Driver's Licenses has been included in the License Bureau budget. If the State passes the legislation required to offer Driver's Licenses at our location we will need to add 2 more additional part-time employees to provide quality service.

Personnel Status and Strategy

	# of People	Position	FTE 2014	FTE 2015	FTE 2016	FTE 2017
Full-Time	1	Director	1.00	1.00	1.00	1.00
	1	Assist. Finance Director	1.00	1.00	1.00	1.00
	1	Accountant 2	1.00	1.00	1.00	1.00
	1	Accountant 1	1.00	1.00	1.00	1.00
	1	Accounting Technician	1.00	1.00	1.00	1.00
	1	Lead License Bureau Clerk	1.00	1.00	0	1.00
	5	License Bureau Clerk	1.50	1.50	4.65	4.65
Total	11		7.50	7.50	9.65	10.65

Strategic Opportunities and Challenges

- Continued efforts will be required to refine, update and implement our long-term financial strategies, such as the long-term capital assets financing plan for replacement of our

vehicles and equipment as part of the Fleet and Non-Fleet plans, and the Pavement Management plans.

- BS&A financial software system was purchased in 2015 and implemented in April of 2016. The new financial system will continue to require a significant effort during the next couple of years.
- Financial sustainability has been identified as a priority of the City Council. Three initiatives have been identified to help obtain this goal. These three initiatives have different timeframes for completion but will occur to some extent during 2017.
 - The first initiative is to review the City's reserve balances, determine the long-term financial plans as to purpose and projections, and to report on their status on a periodic basis.
 - The second initiative is to conduct a study of "non-tax" revenues to determine their long-term sustainability.
 - The third initiative is to implement a debt management plan, identifying both internal and external factors affecting the City's bond rating and to formalize the debt issuance approach.

BUDGET REPORT FOR THE CITY OF NEW BRIGHTON

12/6/16

GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 AMENDED BUDGET	2017 DEPARTMENT REQUESTED BUDGET	2017 CITY MANAGER APPROVED BUDGET	2017 ADOPTED BUDGET	2017 % CHANGE
Fund 101 - Finance								
REVENUES								
CHARGES FOR SERVICE								
101-4113-36601	TXBLE SERVICE/MERCH	16,200	34	100	0	0	0	-100.00%
101-4113-36602	Non-Txble Serv/Merch	6,400	7,432	6,200	0	0	0	-100.00%
101-4113-36647	INVESTMENT ADMIN FEE	21,400	22,000	22,600	23,300	23,300	23,300	3.10%
CHARGES FOR SERVICE		44,000	29,466	28,900	23,300	23,300	23,300	-19.38%
TOTAL REVENUES		44,000	29,466	28,900	23,300	23,300	23,300	-19.38%
EXPENDITURES								
PERSONNEL SVCS								
101-4113-41100	Regular/Part time	250,619	267,080	281,600	297,200	297,200	297,200	5.54%
101-4113-41110	Overtime Wage	454	174	3,400	3,700	3,700	3,700	8.82%
101-4113-41120	COMP TIME PAY	784	47	0	0	0	0	0.00%
101-4113-41400	Severance Pay	2,227	0	1,700	0	0	0	-100.00%
101-4113-41640	FICA/MEDICARE	17,929	18,912	21,800	22,900	22,900	22,900	5.05%
101-4113-41645	PERA	18,187	19,972	21,400	22,600	22,600	22,600	5.61%
101-4113-41650	Insurance Contrib	41,369	50,821	48,700	50,300	50,300	50,300	3.29%
101-4113-41660	Workers' Comp	1,100	1,100	1,100	1,100	1,100	1,100	0.00%
101-4113-41670	Unemployment Comp	0	0	0	0	0	0	0.00%
101-4113-41675	CC EMPL MEMBERSHIP	536	642	300	300	300	300	0.00%
PERSONNEL SVCS		333,205	358,748	380,000	398,100	398,100	398,100	4.76%
MATERIAL & SUPPLIES								
101-4113-42170	Misc Mat & Sup	1,343	679	1,100	1,100	1,100	1,100	0.00%
101-4113-42250	Books & Periodicals	0	40	0				
101-4113-42280	Small Equipment	293	465	600	600	600	600	0.00%
MATERIAL & SUPPLIES		1,636	1,184	1,700	1,700	1,700	1,700	0.00%
CONTRACTUAL SVCS								
101-4113-43300	Professional Service	13,849	3,150	1,700	1,700	1,700	1,700	0.00%
101-4113-43340	Printing/Publishing	724	775	2,000	1,000	1,000	1,000	-50.00%
101-4113-43360	Subscrip/Member/Dues	829	515	1,000	1,000	1,000	1,000	0.00%
101-4113-43370	TRAINING	4,158	2,547	7,100	7,100	7,100	7,100	0.00%
	MNGFOA				2,800	2,800	2,800	
	NATIONAL GFOA				2,000	2,000	2,000	
	MONTHLY GFOA				200	200	200	
	BS&A				1,500	1,500	1,500	
	OTHER				600	600	600	
101-4113-43375	SUBSISTENCE	0	1,640	1,300	500	500	500	-61.54%
101-4113-43380	Travel	1,759	1,324	1,500	1,500	1,500	1,500	0.00%
101-4113-43510	MAINT BLDG, EQUIP	32,271	35,711	36,500	33,900	33,900	33,900	-7.12%
101-4113-43561	NONFLEET INTERN CHRG	1,600	1,700	1,800	1,900	1,900	1,900	5.56%
101-4113-43563	RISK MGMT INTERNAL	3,200	2,800	3,000	3,100	3,100	3,100	3.33%
101-4113-43564	INFO TECH INTERNAL	46,500	48,200	49,700	54,800	54,800	54,800	10.26%
101-4113-43590	Other Services	3,398	3,624	4,000	2,000	2,000	2,000	-50.00%
101-4113-43701	AUDIT & FINANCIAL	36,150	40,385	34,200	36,000	36,000	36,000	5.26%
101-4113-43703	LEGAL COSTS	0	0	500	0	0	0	-100.00%
CONTRACTUAL SVCS		144,438	142,371	144,300	144,500	144,500	144,500	0.14%
TOTAL EXPENDITURES		479,279	502,303	526,000	544,300	544,300	544,300	3.48%
NET OF REVENUES/EXPENDITURES		(435,279)	(472,837)	(497,100)	(521,000)	(521,000)	(521,000)	4.81%

BUDGET REPORT FOR CITY OF NEW BRIGHTON

12/6/16

GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 AMENDED BUDGET	2017 DEPARTMENT REQUESTED BUDGET	2017 CITY MANAGER APPROVED BUDGET	2017 ADOPTED BUDGET	2017 % CHANGE
Fund 101 - License Bureau								
REVENUES								
CHARGES FOR SERVICE								
101-4116-36605	DEP REGISTER CITY FEE	197,195	212,689	244,000	283,100	283,100	283,100	16.02%
	COUNTER SALES				235,100	235,100	235,100	
	DEALER WORK				48,000	48,000	48,000	
101-4116-36616	DNR CITY FEE	0	0	0	11,000	11,000	11,000	0.00%
101-4116-36617	G&F CITY FEE	0	0	0	500	500	500	0.00%
101-4116-36618	D/L CITY FEE	0	0	48,000	83,300	83,300	83,300	73.54%
	LOST/STOLEN & ADDRESS CHANGES				6,500	6,500	6,500	
	RENEWALS 6 MOS @ 1,600 TRANSACTIONS MO.				76,800	76,800	76,800	
	CHARGES FOR SERVICE	197,195	212,689	292,000	377,900	377,900	377,900	29.42%
OTHER/MISC								
101-4116-37890	Cash Over/Cash Short	0	(79)	0	0	0	0	0.00%
	OTHER/MISC	0	(79)	0	0	0	0	0.00%
	TOTAL REVENUES	197,195	212,610	292,000	377,900	377,900	377,900	29.42%
EXPENDITURES								
PERSONNEL SVCS								
101-4116-41100	Regular/Part time	95,903	112,113	209,700	246,800	246,800	246,800	17.69%
101-4116-41110	Overtime Wage	1,815	689	3,700	3,600	3,600	3,600	-2.70%
101-4116-41120	COMP TIME PAY	960	0	0	0	0	0	0.00%
101-4116-41400	Severance Pay	(1,166)	500	(600)	1,700	1,700	1,700	-383.33%
101-4116-41640	FICA/MEDICARE	7,000	8,665	16,300	19,200	19,200	19,200	17.79%
101-4116-41645	PERA	7,082	8,411	16,000	18,800	18,800	18,800	17.50%
101-4116-41650	Insurance Contrib	15,482	15,792	10,100	43,600	43,600	43,600	331.68%
101-4116-41660	Workers' Comp	400	400	400	400	400	400	0.00%
101-4116-41675	CC EMPL MEMBERSHIP	0	0	600	500	500	500	-16.67%
	PERSONNEL SVCS	127,476	146,570	256,200	334,600	334,600	334,600	30.60%
MATERIAL & SUPPLIES								
101-4116-42170	Misc Mat & Sup	222	274	300	300	300	300	0.00%
101-4116-42280	Small Equipment	272	0	700	700	700	700	0.00%
	MATERIAL & SUPPLIES	494	274	1,000	1,000	1,000	1,000	0.00%
CONTRACTUAL SVCS								
101-4116-43300	Professional Service	0	0	0	4,200	4,200	4,200	0.00%
101-4116-43309	PROMOTIONS	0	1,751	1,200	1,500	1,500	1,500	25.00%
101-4116-43360	Subscrip/Member/Dues	253	253	400	400	400	400	0.00%
101-4116-43370	TRAINING	0	44	600	600	600	600	0.00%
101-4116-43380	Travel	0	0	0	0	0	0	0.00%
101-4116-43563	RISK MGMT INTERNAL	600	600	600	800	800	800	33.33%
101-4116-43564	INFO TECH INTERNAL	9,800	10,300	10,600	12,700	12,700	12,700	19.81%
101-4116-43590	Other Services	207	30	0	0	0	0	0.00%
	CONTRACTUAL SVCS	10,860	12,978	13,400	20,200	20,200	20,200	50.75%
MISCELLANEOUS EXP								
101-4116-47400	Bad Debt	0	0	200	200	200	200	0.00%
	MISCELLANEOUS EXP	0	0	200	200	200	200	0.00%
	TOTAL EXPENDITURES	138,830	159,822	270,800	356,000	356,000	356,000	31.46%
	NET OF REVENUES/EXPENDITURES	58,365	52,788	21,200	21,900	21,900	21,900	3.30%

Department of Community Assets and Development

BUDGET REPORT FOR THE CITY OF NEW BRIGHTON

12/6/16

	2014	2015	2016	2017	2017	2017	2017
	ACTIVITY	ACTIVITY	AMENDED	DEPARTMENT	CITY MANAGER	ADOPTED	
DESCRIPTION			BUDGET	REQUESTED	RECOMMENDED	BUDGET	% CHANGE
Fund 101 - Department Community Assets & Developmet							
REVENUES							
LICENSES	59,041	61,153	52,500	59,900	59,900	59,900	14.10%
INTERGOVERNMENTAL	61,816	153,705	134,800	134,800	134,800	134,800	0.00%
CHARGES FOR SERVICE	1,436,913	1,234,251	1,499,400	1,499,700	1,499,700	1,499,700	0.02%
RENTS	270,864	317,186	290,600	300,800	300,800	300,800	3.51%
OTHER FINANCING SOURCE	0	0	0	0	0	0	0.00%
PERMITS	607,747	939,950	500,000	500,000	500,000	500,000	0.00%
OTHER/MISC	218	(13)	0	0	0	0	0.00%
TOTAL REVENUES	2,436,599	2,706,232	2,477,300	2,495,200	2,495,200	2,495,200	0.72%
EXPENDITURES							
PERSONNEL SVCS	1,347,043	1,272,831	1,362,200	1,421,800	1,421,800	1,421,800	4.38%
MATERIAL & SUPPLIES	369,554	334,572	339,200	330,700	330,700	330,700	-2.51%
CONTRACTUAL SVCS	545,507	566,745	589,300	599,500	599,500	599,500	1.73%
TOTAL EXPENDITURES	2,262,104	2,174,148	2,290,700	2,352,000	2,352,000	2,352,000	2.68%
NET OF REVENUES/EXPENDITURES	174,495	532,084	186,600	143,200	143,200	143,200	-23.26%

CITY OF NEW BRIGHTON

STRATEGIC PLAN 2017

COMMUNITY ASSETS & DEVELOPMENT

- **REDEVELOPMENT, BUILDING INSPECTIONS AND PERMITS, PLANNING AND ZONING, HOUSING, CODE COMPLIANCE, RECYCLING, GEOGRAPHIC INFORMATION SYSTEMS (GIS)**
- **STREETS AND SIDEWALKS, FLEET MAINTENANCE, AND ENGINEERING**
- **WATER, SANITARY SEWER, STORMWATER, AND STREET LIGHTING**

Service Description: Redevelopment, Building Inspections and Permit, Planning and Zoning, Housing, Code Compliance and Recycling, GIS

The Community Assets and Development Department (DCAD) oversees the physical development of the community and enforces ordinances in the areas of building construction, code enforcement, housing and land-use. The department works with elected officials, advisory commissions, citizens, and businesses to develop plans designed to maintain and improve the community and ensure a healthy residential and business environment.

- Ensure high quality construction & maintenance of developments
- Maintain quality neighborhoods & housing stock
- Ensure a safe built environment
- Contribute to the City's financial & economic strength

DCAD leads the City's redevelopment and economic development efforts. It strives to maintain and improve the City's economic vitality and ensure New Brighton is a preferred place to live, work, play and do business.

The City has a Zoning Code and a Comprehensive Plan to ensure safe and orderly development and compatible land uses. These documents guide where and what type of building occurs. The City enforces the International Building Code (IBC) through the issuance of building permits and inspection of buildings under construction. The goal of the IBC is to ensure buildings are constructed safely.

DCAD manages the City's curbside recycling program and the annual household Clean-up Day events. The programs are designed to encourage residents to recycle and keep their properties clean and neat.

In addition, the department also provides support through its Geographic Information Systems (GIS) services to other departments. GIS staff maintains the City's property database,

assists in technical analysis, and prepares various maps. This information is very important for day-to-day operations and long term planning/policymaking.

Proposed Changes to Service Level or Revenue

Much of the expenditure increases for 2017 are based on personal increases, such as wages, PERA, and insurance and internal service charges such as fleet as IT. There are no changes in permanent staffing levels proposed, however some overtime hours remain budgeted for the Building Inspector and Permit Technician due to the Pulte Homes development in New Brighton Exchange. A temporary/seasonal Building Inspector position remains within the budget so as to help meet the inspections demand brought on by the Joint Powers Agreement with the City of St. Anthony Village. The cost for this position is covered from the City of St. Anthony building inspections revenues. However, there has not been a need to hire this position in 2016. Staff anticipates similar workloads in 2017 and barring unexpected work load changes, the position may not need to be filled in 2017 either.

With regard to fleet, DCAD staff has slowly been replacing building and code compliance inspector vehicles over the last three years, as the vehicles were utilized far past their ten year useful life. The third remaining inspector vehicle is budgeted for replacement in 2017.

2017 will represent the first year of a seven year contract extension for recycling services with Republic Services. In 2017 recycling rates are being held flat from 2016 with costs per month per household at \$2.78. SCORE funds via Ramsey County are also expected to remain flat. Staff has continued to budget for two clean up days in 2017, leaving the budgeted amount unchanged from 2016.

Building permit activity is very difficult to predict from year to year. Staff has done an analysis on the long-term trends for building permit activity going back over ten years. Over the period from 2005 to 2015 the City averaged \$545,251 in permit revenue (highest was \$939,950 in 2015; lowest was \$315,513 in 2009). Recognizing permit activity is difficult to predict, staff has kept the budget flat at \$500,000 being this number is fairly consistent with a ten year average. This average can be re-evaluated year to year with slight adjustments made based on actual projects. In 2017, Pulte will continue to construct homes but it isn't recommended that any commercial permit activity in New Brighton Exchange is factored into revenues.

A significant budget impact in 2017 is an increase in the professional services expenditure. This item has been increased from \$13,000 to \$20,000 to account for professional service needs related to the mandated Comprehensive Plan Update process. This increase is not sufficient to cover 100% of the cost of the update. Rather, staff is suggesting a three year phased budget to minimize the impact of the costly project. As such, this item will increase again in 2018 as the update process will be ongoing through the end of 2018. It is expected that 100% of the professional service expenditure in 2016, 2017, and 2018 is spent on the Comprehensive Plan Update process.

Strategic Opportunities and Challenges

There are several strategic opportunities and challenges facing this service area of DCAD in 2017 and beyond.

- Redevelopment of New Brighton Exchange is still a focus of the department's overall work plan effort in 2017. Major undertakings that are anticipated, include the following:
 - Redevelopment: Pulte Homes will continue construction on 125 housing units. APi and CSI may start evaluating whether or not to proceed on their option parcels. Lastly, staff will continue to work on developing the remaining blocks within New Brighton Exchange, namely Blocks B and D.
 - Marketing: The City continues to work with Colliers International and Ryan Companies to market the commercial sites of Blocks B and D on the east side of Old Highway 8 within New Brighton Exchange. Both Collier's Listing Agreement and Ryan's Redevelopment Services Agreement expire at the end of 2017. It is likely extensions to these agreements will have to be negotiated in 2017.
- Planning & Zoning: Planning plays a big role in redevelopment efforts in New Brighton Exchange, from revising the zoning district regulations to reviewing and approving redevelopment projects. The most notable 2017 planning effort, beyond New Brighton Exchange projects, will be the start of the mandatory revisions to New Brighton's Comprehensive Plan to comply with the Metropolitan Council's Thrive 2040. This planning effort will likely continue through the end of 2018. Even though staff will recommend hiring a consultant to assist with this project, heavy staff involvement will be necessary to ensure a quality plan.
- Building Inspections: Beyond the day-to-day permit and inspections activity in New Brighton, building inspections staff will continue to focus on New Brighton Exchange, with 125 housing units continuing construction in 2017. Inspections staff is also focusing effort on delivering plan review and inspections services to the City of St. Anthony Village via the Joint Powers Agreement for Shared Building Inspections Services. Beyond inspections work load, staff will navigate a software conversion from Permit Works to BS&A in 2017.
- Code Compliance: The Code Compliance Inspector is spending more time than ever on the City's aging multi-family housing stock, where several larger buildings are struggling to maintain their units.
- Recycling: Ramsey County continues to implement performance measurements with regards to recycling, which is being tied to SCORE funding. One of the County's expectations is adding organics collection, which has programming and cost implications that are not entirely known at this time.
- Geographic Information Systems: The City is relying more and more on the use of technology and communicating information on-line. GIS is used for data management

and mapping applications. In the last few years, staff has moved towards a more comprehensive GIS approach to include enhanced data analysis. This service has greatly enhanced internal/external customer service.

Service Description: Streets and Sidewalks, Fleet Maintenance, Engineering

DCAD provides the traditional City services that are essential for suburban communities: streets and sidewalks, water, sanitary sewer, storm water, fleet maintenance, and engineering. Streets and sidewalks, fleet maintenance, and engineering are paid for through general fund taxes whereas water, sanitary sewer, and storm water are enterprise funds and paid for through user fees. The service description and budgetary information on water, sanitary sewer, and storm sewer can be found under the Enterprise Fund tab of this Strategic Plan.

- Provide safe, efficient, and attractive streets and sidewalks
- Provide engineering services for City projects
- Provide maintenance and repair to City equipment and vehicle, to insure operator safety and equipment reliability and long life

The Street Division is responsible for plowing, sanding, patching and repairing 64 miles of streets, 2.6 miles of public alleys, and 21 miles of sidewalks throughout the City. City crews plow an average of 12 snow falls per season. Snowplowing begins as soon as practical, normally after the snow has stopped, and at least 2 inches of snow has fallen. A system of priority routes, consisting of higher volume collector streets, is plowed first, followed by the remaining lower volume local streets on a rotational basis. The Street Division performs street patching, crack sealing, and sweeping for sealcoating, during the spring and summer months. The Street Division is responsible for street signage and also the City owned street lighting systems on Silver Lake Road, Old Highway 8, 5th Avenue NW, and 10th Street NW.

The Engineering Division plans for and oversees the rehabilitation/reconstruction of approximately 2.0 miles of streets annually. All streets in New Brighton are on an approximately 30-year rehabilitation schedule. Needed repairs to public and private underground utilities are coordinated with the street rehabilitation projects. In addition, the Engineering Division designs and contracts for several park and utility system projects annually, performs the design and inspection for contract maintenance projects for the street and utility departments, maintains the maps and records of the City street and utility systems, performs miscellaneous traffic counts and studies, and manages the publicly owned City right-of-ways. The Engineering Division also reviews private development proposals from the standpoint of impact on traffic, utility service, and surface water drainage and provides information on the streets and utility systems to citizens, staff, contractors and developers.

The City Garage Division is responsible for the maintenance of New Brighton's fleet of vehicles and heavy equipment. The division is staffed by two mechanics who are responsible for all of the preventive maintenance, and most of the normal maintenance and repair for: 27 heavy equipment units, such as fire trucks, dump trucks, street sweepers, tractors, and loaders, 49 cars, vans, and pickups, including squad cars, and over 49 large specialty units such as riding mowers, sidewalk snowplows, generators, asphalt pavers, rollers, plus numerous trailers, pumps, compressors, tampers, mowers, and trimmers. The City Garage Division budgets for the

purchase all of the parts, fuels, and lubricants for the City fleet and all of the building and grounds costs for the Public Works Maintenance Facility.

Proposed Changes in Service Level or Revenue

Federally mandated storm water requirements have increased workload in the area of cleaning and maintenance of storm water facilities, and aging infrastructure, particularly in the water division, and have resulted in a growing work load. In the area of storm water the City is performing only the minimum necessary work to remain compliant with our NPDES permit. An engineering intern will need to be hired to ensure the City can carry out requirements of the permit.

Strategic Opportunities and Challenges

- Continue to focus on the maintenance and upkeep of the City's infrastructure through the street renovation and contract maintenance programs.
 - Annual Street Reconstruction Program
 - Annual Pavement Management Program
 - Annual Crack Seal and Seal Coat Program
- Manage the costs of motor fuel for the fleet. We currently partner with the City of St. Anthony on our gasoline purchases. We purchase diesel through the State of Minnesota's cooperative venture program.
- Manage the costs of the outside repairs of the fleet.
- Manage the costs of salt for the winter snow plow season.
- The City has traditionally included a substantial engineering fee on street rehabilitation project bonding for projects the engineering staff designs. This procedure provides revenues to the General Fund.

Service Description: Water, Sanitary Sewer, Stormwater, and Street Lighting

DCAD provides the traditional City services that are essential for suburban communities: streets and sidewalks, water, sanitary sewer, storm water, fleet maintenance, and engineering. Streets and sidewalks, fleet maintenance, and engineering are paid for through general fund taxes whereas water, sanitary sewer, and storm water are enterprise funds and paid for through user fees.

The Water Division provides residents with a safe, efficient, and economical water supply through state-of-the-art filtration plants, equipment, and monitoring. The water system consists of 92 miles of watermain, 750 fire hydrants, 5 water treatment plants, 11 wells, 4 water storage tanks, and 5,700 service connections. The City has an on-going odd/even lawn sprinkling policy to insure there will be an adequate supply of water for domestic purposes and fire protection during high water use periods. During the summer of 2016 New Brighton

- Provide safe and high quality water supply to meet present and future needs
- Provide a healthy and attractive urban environment through the collection of sanitary sewage
- To prevent flooding and erosion and enhance the water quality of City lakes, wetlands and watercourses

extended a pipeline from Minneapolis to utilize the additional capacity of this water source from the summer of 2016 until a new addition can be built to the Water Treatment Plant to remove 1,4-dioxane.

The Sanitary Sewer Division cleans and maintains a 74 mile system of sanitary sewers and 5 lift stations. The lift stations are inspected daily and the sewer system cleaned and inspected on a biennial basis to eliminate problems and backups. In addition, approximately 100,000 feet of the sewer system are television inspected annually. The final treatment and disposal of sanitary sewerage is handled on the metro level by Metropolitan Council Environmental Services. The City of New Brighton pays the MCES nearly 1.4 million dollars annually for sewage treatment and disposal.

The Stormwater Division was created in 1994 to prevent flooding and erosion, promote groundwater infiltration, and improve the surface water quality of City lakes, wetlands and watercourses. The storm water system consists of approximately 33 miles of storm drainage pipe and numerous natural and manmade holding ponds which purify stormwater through settling and natural biological treatment.

Water meter reading and utility billing for the enterprise funds is administered through the Finance Department.

Strategic Opportunities and Challenges

- As the construction of the Distribution Control Station and Minneapolis Interconnection Pipeline is completed in the fall of 2016, plans and specifications will be developed to begin construction of an addition to Water Treatment Plant #1 to remove 1,4-dioxane using an Advanced Oxidation Process (AOP).
- Continue to focus on the maintenance and upkeep of the City's infrastructure through the street renovation and contract maintenance programs.
- Stormwater education and capital projects will be a significant challenge in protecting the City's natural resources and achieving compliance with federal NPDES mandates.
- Continue to monitor the amount of overhead and staff time necessary to effectively handle the responsibilities of the stormwater utility as well as assure that the utility is adequately handling its operational and capital costs.
- On July 16, 2011 the City of New Brighton received a historical rain event. On August 23, 2011 The City Council Authorized a City Wide Flood Study and Updates to the City Comprehensive Stormwater Management Plan (CSMP). The Rice Creek Watershed District approved the City of New Brighton's local updates to the CSMP on August 8, 2012. Staff will continue to implement flood mitigation project as identified in the study.
- In the fall of 2016 into early 2017 the commercial water meters are scheduled for replacement. Beginning in 2018 we will implement a systematic approach to replace all residential water meters with new technology, such as radio read remotes.
- Establish and implement a cross-connection prevention and education program between critical businesses and the City water supply.

- Manage the costs of the City's street lighting system, including the areas to be added during the next several years through redevelopment and conversion to longer lasting LED technology.
- Continue regular monitoring of gas vapor wells installed in the east side of Old Highway 8. This monitoring is a requirement of the MPCA as part of the Miller Dump Closure project, City Project 07-5.
- The department will look to utilize an engineering intern to inspect and create documentation to address new inspection criteria for MS4 permitting requirements. This document will be used by staff as a baseline for future inspection and maintenance activities.
- As part of the 2018 Comprehensive Plan Update, New Brighton is also required to update the Local Water Plan for inclusion in the Rice Creek Watersheds larger plan document. To allow appropriate review time, New Brighton's deadline for this document is August 31, 2017.

Overall DCAD Personnel Status and Strategy

With the combining of the Community Development, Public Works, and Engineering departments, certain positions have been eliminated and others have been re-titled. The 2014 allocations represent personnel levels pre-reorganization with years 2015-2017 representing the newly formed DCAD department personnel.

	# of People	Position	FTE 2014	FTE 2015	FTE 2016	FTE 2017
Full-Time	1	DCAD Director	1.00	1.00	1.00	1.00
	1	CD Director	1.00	1.00	0.00	0.00
	1	Assistant DCAD Director	0.00	1.00	1.00	1.00
	1	Planning Coordinator	1.00	0.00	0.00	0.00
	1	Senior Engineering Supervisor	1.00	0.00	0.00	0.00
	1	Superintendent	1.00	1.00	1.00	1.00
	1	DCAD/GIS Specialist	1.00	1.00	1.00	1.00
	2	Supervisor	2.00	2.00	2.00	2.00
	1	Building Official	1.00	1.00	1.00	1.00
	1	Code Compliance	1.00	1.00	1.00	1.00
	1	Engineering Aide 4	1.00	1.00	1.00	1.00
	1	Civil Engineer/Project Manager	1.00	1.00	1.00	1.00
	1	Building Inspector	1.00	1.00	1.00	1.00
	1	Public Works Technician	1.00	1.00	1.00	1.00
	2	Mechanic	2.00	2.00	2.00	2.00
	9.50	Maintenance Worker	9.50	9.50	9.50	9.50
	2	Office Assistant	2.00	2.00	2.00	2.00
Subtotal	25.5		27.50	27.50	25.50	25.50
Part-Time	0.25	Engineering Intern	0.0	0.0	0.25	0.25
Total	25.75		26.50*	27.50*	25.75*	25.75*
* 4 Seasonal Employees not listed [(2) 180-day temporary workers & (2) summer workers]						

BUDGET REPORT FOR CITY OF NEW BRIGHTON

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		2014	2015	2016	2017	2017	2017	2017
		ACTIVITY	ACTIVITY	AMENDED	DEPARTMENT	CITY MANAGER	ADOPTED	
GL NUMBER	DESCRIPTION			BUDGET	REQUESTED	RECOMMENDED	BUDGET	% CHANGE
Fund 101 - Community Development								
REVENUES								
LICENSES								
101-5151-32230	Health Licenses	56,281	57,388	50,000	57,400	57,400	57,400	14.80%
	LICENSES	56,281	57,388	50,000	57,400	57,400	57,400	14.80%
PERMITS								
101-5151-33302	Mechanical Permits	77,544	59,826	0	0	0	0	0.00%
101-5151-33303	Plumbing Permits	27,180	34,559	0	0	0	0	0.00%
101-5151-33304	Building Permits	401,238	656,280	500,000	500,000	500,000	500,000	0.00%
101-5151-33305	Electrical Permits	26,650	45,150	0	0	0	0	0.00%
101-5151-33306	Contractor Licenses	27,057	26,510	0	0	0	0	0.00%
101-5151-33307	INVESTIGATIVE FEE	867	0	0	0	0	0	0.00%
101-5151-33309	Plan/Building Other	16,825	19,114	0	0	0	0	0.00%
101-5151-33310	PERMIT ADMIN. FEE	25,650	36,194	0	0	0	0	0.00%
101-5151-33311	SAC SURCHARGE ADM F	4,736	62,317	0	0	0	0	0.00%
	PERMITS	607,747	939,950	500,000	500,000	500,000	500,000	0.00%
INTERGOVERNMENTAL								
101-5151-35713	Section 8	5,694	4,186	0	0	0	0	0.00%
101-5151-35719	Other City Service	0	81,047	70,000	70,000	70,000	70,000	0.00%
	ST ANTHONY INSPECTIONS				70,000	70,000	70,000	0.00%
	INTERGOVERNMENTAL	5,694	85,233	70,000	70,000	70,000	70,000	0.00%
CHARGES FOR SERVICE								
101-5151-36647	In-house Eng & Admin	125,000	34,833	50,000	40,000	40,000	40,000	-20.00%
	DEVELOPMENT FEE				40,000	40,000	40,000	
	CHARGES FOR SERVICE	125,000	34,833	50,000	40,000	40,000	40,000	-20.00%
OTHER/MISC								
101-5151-37890	Cash Over/Cash Short	218	(13)	0	0	0	0	0.00%
	OTHER/MISC	218	(13)	0	0	0	0	0.00%
TOTAL REVENUES		794,940	1,117,391	670,000	667,400	667,400	667,400	-0.39%
EXPENDITURES								
PERSONNEL SVCS								
101-5151-41100	Regular/Part time	450,989	419,561	468,800	473,800	473,800	473,800	1.07%
101-5151-41110	Overtime Wage	98	1,977	8,900	8,500	8,500	8,500	-4.49%
101-5151-41120	COMP TIME PAY	706	2,630	0	0	0	0	0.00%
101-5151-41400	Severance Pay	18,489	54,916	5,000	5,000	5,000	5,000	0.00%
101-5151-41640	FICA/MEDICARE	32,635	34,341	36,500	36,900	36,900	36,900	1.10%
101-5151-41645	PERA	32,412	31,950	34,200	34,400	34,400	34,400	0.58%
101-5151-41650	Insurance Contrib	61,458	76,850	84,600	83,300	83,300	83,300	-1.54%
101-5151-41660	Workers' Comp	2,900	3,300	3,300	3,200	3,200	3,200	-3.03%
101-5151-41670	Unemployment Comp	3,481	0	0	0	0	0	0.00%
101-5151-41675	CC EMPL MEMBERSHIP	407	642	700	400	400	400	-42.86%
	PERSONNEL SVCS	603,575	626,167	642,000	645,500	645,500	645,500	0.55%
MATERIAL & SUPPLIES								
101-5151-42170	Misc Mat & Sup	736	2,265	1,400	1,400	1,400	1,400	0.00%
101-5151-42250	Books & Periodicals	0	43	1,000	1,000	1,000	1,000	0.00%
101-5151-42260	Uniforms	179	919	800	800	800	800	0.00%
101-5151-42280	Small Equipment	0	584	2,000	2,000	2,000	2,000	0.00%
	MATERIAL & SUPPLIES	915	3,811	5,200	5,200	5,200	5,200	0.00%
CONTRACTUAL SVCS								

BUDGET REPORT FOR CITY OF NEW BRIGHTON

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GL NUMBER	DESCRIPTION	2014	2015	2016	2017	2017	2017	2017
		ACTIVITY	ACTIVITY	AMENDED BUDGET	DEPARTMENT REQUESTED BUDGET	CITY MANAGER RECOMMENDED BUDGET	ADOPTED BUDGET	% CHANGE
101-5151-43300	Professional Service	5,421	6,916	13,000	30,000	30,000	30,000	130.77%
101-5151-43301	Electrical Inspect	20,781	29,480	30,000	30,000	30,000	30,000	0.00%
101-5151-43330	Postage	0	0	1,300	1,300	1,300	1,300	0.00%
101-5151-43340	Printing/Publishing	1,004	3,407	3,500	3,500	3,500	3,500	0.00%
101-5151-43360	Subscrip/Member/Dues	545	485	3,500	1,100	1,100	1,100	-68.57%
101-5151-43370	TRAINING	2,376	3,828	6,500	6,500	6,500	6,500	0.00%
101-5151-43375	SUBSISTENCE	143	681	3,000	500	500	500	-83.33%
101-5151-43380	Travel	242	369	2,000	2,000	2,000	2,000	0.00%
101-5151-43510	MAINT BLDG, EQUIP	6,575	6,575	7,000	6,600	6,600	6,600	-5.71%
101-5151-43562	FLEET INTERNAL CHRG	6,300	6,500	6,700	6,900	6,900	6,900	2.99%
101-5151-43563	RISK MGMT INTERNAL	3,700	3,800	4,100	4,300	4,300	4,300	4.88%
101-5151-43564	INFO TECH INTERNAL	36,700	38,500	39,800	47,400	47,400	47,400	19.10%
101-5151-43585	CREDIT CARD FEES	6,601	12,646	7,000	7,000	7,000	7,000	0.00%
101-5151-43590	Other Services	404	0	0	0	0	0	0.00%
101-5151-43701	AUDIT & FINANCIAL	0	1,189	0	0	0	0	0.00%
CONTRACTUAL SVCS		90,792	114,376	127,400	147,100	147,100	147,100	15.46%
TOTAL EXPENDITURES		695,282	744,354	774,600	797,800	797,800	797,800	3.00%
NET OF REVENUES/EXPENDITURES		99,658	373,037	(104,600)	(130,400)	(130,400)	(130,400)	24.67%

BUDGET REPORT FOR THE CITY OF NEW BRIGHTON

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		2014	2015	2016	2017	2017	2017	2017
					DEPARTMENT	CITY MANAGER		
GL NUMBER	DESCRIPTION	ACTIVITY	ACTIVITY	AMENDED BUDGET	REQUESTED BUDGET	RECOMMENDED BUDGET	ADOPTED BUDGET	% CHANGE
Fund 101 - Recycling								
REVENUES								
INTERGOVERNMENTAL								
101-5152-35439	Recycling Grant	44,922	57,272	53,600	53,600	53,600	53,600	0.00%
INTERGOVERNMENTAL		44,922	57,272	53,600	53,600	53,600	53,600	0.00%
CHARGES FOR SERVICE								
101-5152-36640	Recycling Fee	194,913	194,543	201,000	203,000	203,000	203,000	1.00%
CHARGES FOR SERVICE		194,913	194,543	201,000	203,000	203,000	203,000	1.00%
TOTAL REVENUES		239,835	251,815	254,600	256,600	256,600	256,600	0.79%
EXPENDITURES								
PERSONNEL SVCS								
101-5152-41100	Regular/Part time	0	500	0	16,800	16,800	16,800	0.00%
101-5152-41640	FICA/MEDICARE	0	0	0	1,300	1,300	1,300	0.00%
101-5152-41645	PERA	0	0	0	1,300	1,300	1,300	0.00%
101-5152-41650	Insurance Contrib	0	0	0	4,100	4,100	4,100	0.00%
101-5152-41660	Workers' Comp	0	0	0	100	100	100	0.00%
PERSONNEL SVCS		0	500	0	23,600	23,600	23,600	0.00%
MATERIAL & SUPPLIES								
101-5152-42170	Misc Mat & Sup	12	159	300	300	300	300	0.00%
MATERIAL & SUPPLIES		12	159	300	300	300	300	0.00%
CONTRACTUAL SVCS								
101-5152-43330	Postage	2,825	3,089	2,900	2,900	2,900	2,900	0.00%
101-5152-43340	Printing/Publishing	2,894	4,648	4,000	4,000	4,000	4,000	0.00%
101-5152-43351	WASTE REMOVAL	197,167	198,155	206,300	206,000	206,000	206,000	-0.15%
101-5152-43352	CLEAN-UP DAY EXP.	0	7,090	7,300	7,300	7,300	7,300	0.00%
101-5152-43590	Other Services	23,840	25,600	22,500	0	0	0	0.00%
CONTRACTUAL SVCS		226,726	238,582	243,000	220,200	220,200	220,200	-9.38%
TOTAL EXPENDITURES		226,738	239,241	243,300	244,100	244,100	244,100	0.33%
NET OF REVENUES/EXPENDITURES		13,097	12,574	11,300	12,500	12,500	12,500	10.62%

BUDGET REPORT FOR CITY OF NEW BRIGHTON

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GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 AMENDED BUDGET	2017 DEPARTMENT REQUESTED BUDGET	2017 CITY MANAGER RECOMMENDED BUDGET	2017 ADOPTED BUDGET	2017 % CHANGE
Fund 101 - Engineering								
REVENUES								
LICENSES								
101-5131-32290	Other Licenses	2,760	3,765	2,500	2,500	2,500	2,500	0.00%
	RIGHT OF WAY PERMITS				2,500	2,500	2,500	
	LICENSES	2,760	3,765	2,500	2,500	2,500	2,500	0.00%
CHARGES FOR SERVICE								
101-5131-36602	Non-Txble Serv/Merch	0	120	0	0	0	0	0.00%
101-5131-36647	In-house Eng & Admin	794,900	673,055	906,700	798,600	798,600	798,600	-11.92%
	WATER ADMIN				148,300	148,300	148,300	
	SEWER ADMIN				148,300	148,300	148,300	
	STORMWATER ADMIN				126,200	126,200	126,200	
	STREET LIGHT ADMIN				7,100	7,100	7,100	
	PLANT 1 ADMIN				168,700	168,700	168,700	
	PROJECTS				200,000	200,000	200,000	
	CHARGES FOR SERVICE	794,900	673,175	906,700	798,600	798,600	798,600	-11.92%
RENTS								
101-5131-37803	RENTAL/LEASES	270,864	317,186	290,600	300,800	300,800	300,800	3.51%
	TMOBIL 675 FORESTDALE ROAD				25,100	25,100	25,100	
	VERIZON (US WEST) 700 SILVER LAKE ROAD				32,400	32,400	32,400	
	VERIZON 660 5TH STREET				34,000	34,000	34,000	
	NEXTEL 700 SILVER LAKE ROAD				24,000	24,000	24,000	
	SPRINT NEXTEL 660 5TH STREET				25,100	25,100	25,100	
	TMOBILE WELL 12 - 2400 MISSISSIPPI				15,400	15,400	15,400	
	SIRIUS XM SATELITE RADIO 660 5TH STREET				27,000	27,000	27,000	
	CINGULAR ATT WELL 12				23,000	23,000	23,000	
	CLEARWIRE FREEDOM PARK				23,000	23,000	23,000	
	CLEARWIRE SOUTH WATER TOWER				25,200	25,200	25,200	
	AT & T 660 5TH STREET				32,700	32,700	32,700	
	TTM FORESTDALE				6,200	6,200	6,200	
	TTM SOUTH WATER TOWER				6,200	6,200	6,200	
	CLEAR CHANNEL				1,000	1,000	1,000	
	WILLIAMS ENERGY GARAGE				500	500	500	
	RENTS	270,864	317,186	290,600	300,800	300,800	300,800	3.51%
	TOTAL REVENUES	1,068,524	994,126	1,199,800	1,101,900	1,101,900	1,101,900	-8.16%
EXPENDITURES								
PERSONNEL SVCS								
101-5131-41100	Regular/Part time	284,909	193,617	256,400	269,300	269,300	269,300	5.03%
101-5131-41110	Overtime Wage	18,937	10,588	15,300	16,600	16,600	16,600	8.50%
101-5131-41120	COMP TIME PAY	453	903	0	0	0	0	0.00%
101-5131-41400	Severance Pay	21,215	49,938	3,500	0	0	0	-100.00%
101-5131-41640	FICA/MEDICARE	22,082	16,904	20,800	21,800	21,800	21,800	4.81%
101-5131-41645	PERA	22,202	15,267	20,400	21,400	21,400	21,400	4.90%
101-5131-41650	Insurance Contrib	37,457	33,829	47,200	48,800	48,800	48,800	3.39%
101-5131-41660	Workers' Comp	1,200	1,200	1,200	1,200	1,200	1,200	0.00%
101-5131-41675	CC EMPL MEMBERSHIP	1,049	675	500	1,000	1,000	1,000	100.00%
	PERSONNEL SVCS	409,504	322,921	365,300	380,100	380,100	380,100	4.05%
MATERIAL & SUPPLIES								
101-5131-42170	Misc Mat & Sup	116	63	500	500	500	500	0.00%
101-5131-42250	Books & Periodicals	0	35	200	200	200	200	0.00%
101-5131-42260	Uniforms	484	374	500	500	500	500	0.00%
101-5131-42280	Small Equipment	279	892	700	700	700	700	0.00%
	MATERIAL & SUPPLIES	879	1,364	1,900	1,900	1,900	1,900	0.00%
CONTRACTUAL SVCS								
101-5131-43360	Subscrip/Member/Dues	329	750	1,000	1,000	1,000	1,000	0.00%
101-5131-43370	TRAINING	880	855	1,900	2,000	2,000	2,000	5.26%

BUDGET REPORT FOR CITY OF NEW BRIGHTON

12/6/16

GL NUMBER	DESCRIPTION	2014	2015	2016	2017	2017	2017	2017
		ACTIVITY	ACTIVITY	AMENDED BUDGET	DEPARTMENT REQUESTED BUDGET	CITY MANAGER RECOMMENDED BUDGET	ADOPTED BUDGET	% CHANGE
101-5131-43375	SUBSISTENCE	0	308	800	800	800	800	0.00%
101-5131-43380	Travel	186	0	1,500	1,500	1,500	1,500	0.00%
101-5131-43510	MAINT BLDG, EQUIP	1,995	2,093	2,400	2,500	2,500	2,500	4.17%
101-5131-43561	NONFLEET INTERN CHRG	1,500	1,600	1,700	1,900	1,900	1,900	11.76%
101-5131-43562	FLEET INTERNAL CHRG	3,400	3,600	3,800	4,000	4,000	4,000	5.26%
101-5131-43563	RISK MGMT INTERNAL	2,800	2,600	2,500	2,500	2,500	2,500	0.00%
101-5131-43564	INFO TECH INTERNAL	19,100	19,900	20,500	24,000	24,000	24,000	17.07%
101-5131-43590	Other Services	0	0	500	0	0	0	-100.00%
CONTRACTUAL SVCS		30,190	31,706	36,600	40,200	40,200	40,200	9.84%
TOTAL EXPENDITURES		440,573	355,991	403,800	422,200	422,200	422,200	4.56%
NET OF REVENUES/EXPENDITURES		627,951	638,135	796,000	679,700	679,700	679,700	-14.61%

BUDGET REPORT FOR THE CITY OF NEW BRIGHTON

12/6/16

		2014	2015	2016	2017	2017 CITY	2017	2017
					DEPARTMENT	MANAGER		
GL NUMBER	DESCRIPTION	ACTIVITY	ACTIVITY	AMENDED BUDGET	REQUESTED BUDGET	APPROVED BUDGET	ADOPTED BUDGET	% CHANGE
Fund 101 - Streets								
REVENUES								
INTERGOVERNMENTAL								
101-5132-35502	MSA Maintenance	11,200	11,200	11,200	11,200	11,200	11,200	0.00%
INTERGOVERNMENTAL		11,200	11,200	11,200	11,200	11,200	11,200	0.00%
CHARGES FOR SERVICE								
101-5132-36647	In-house Eng & Admin	0	0	0	106,100	106,100	106,100	0.00%
					106,100	106,100	106,100	
CHARGES FOR SERVICE		0	0	0	106,100	106,100	106,100	#DIV/0!
OTHER FINANCING SOURCE								
101-5132-37801	SALE OF SMALL EQUIP	0	0	0	0	0	0	0.00%
OTHER FINANCING SOURCE		0	0	0	0	0	0	0.00%
TOTAL REVENUES		11,200	11,200	11,200	117,300	117,300	117,300	947.32%
EXPENDITURES								
PERSONNEL SVCS								
101-5132-41100	Regular/Part time	118,364	120,044	127,200	130,700	130,700	130,700	2.75%
101-5132-41110	Overtime Wage	12,604	8,612	9,400	9,600	9,600	9,600	2.13%
101-5132-41120	COMP TIME PAY	3,625	2,473	0	0	0	0	0.00%
101-5132-41300	Add'l & Special Dut	313	291	0	0	0	0	0.00%
101-5132-41350	PAYROLL REIMBURSEMEN	0	(1,675)	0	0	0	0	0.00%
101-5132-41400	Severance Pay	(3,110)	500	(1,300)	5,000	5,000	5,000	-484.62%
101-5132-41640	FICA/MEDICARE	10,138	9,546	10,500	10,700	10,700	10,700	1.90%
101-5132-41645	PERA	8,862	8,721	9,200	9,500	9,500	9,500	3.26%
101-5132-41650	Insurance Contrib	17,975	21,236	21,900	24,200	24,200	24,200	10.50%
101-5132-41660	Workers' Comp	9,800	9,300	9,300	9,300	9,300	9,300	0.00%
101-5132-41670	Unemployment Comp	1,365	2,725	1,300	1,300	1,300	1,300	0.00%
101-5132-41675	CC EMPL MEMBERSHIP	0	0	100	100	100	100	0.00%
PERSONNEL SVCS		179,936	181,773	187,600	200,400	200,400	200,400	6.82%
MATERIAL & SUPPLIES								
101-5132-42170	Misc Mat & Sup	67,124	65,062	67,400	69,400	69,400	69,400	2.97%
101-5132-42260	Uniforms	0	0	0	0	0	0	0.00%
101-5132-42280	Small Equipment	2,889	3,406	3,100	4,000	4,000	4,000	29.03%
MATERIAL & SUPPLIES		70,013	68,468	70,500	73,400	73,400	73,400	4.11%
CONTRACTUAL SVCS								
101-5132-43340	Printing/Publishing	0	0	100	0	0	0	-100.00%
101-5132-43360	Subscrip/Member/Dues	18	50	100	100	100	100	0.00%
101-5132-43370	TRAINING	555	335	2,000	2,000	2,000	2,000	0.00%
101-5132-43375	SUBSISTENCE	0	0	200	400	400	400	100.00%
101-5132-43380	Travel	0	0	400	400	400	400	0.00%
101-5132-43510	MAINT BLDG, EQUIP	1,700	0	1,900	2,100	2,100	2,100	10.53%
101-5132-43561	NONFLEET INTERN CHRG	6,100	6,400	8,300	8,600	8,600	8,600	3.61%
101-5132-43562	FLEET INTERNAL CHRG	15,300	16,100	16,800	17,800	17,800	17,800	5.95%
101-5132-43563	RISK MGMT INTERNAL	7,100	6,200	6,000	7,400	7,400	7,400	23.33%
101-5132-43564	INFO TECH INTERNAL	9,800	10,300	10,600	12,700	12,700	12,700	19.81%
101-5132-43565	PAVEMT MGMT INT CHR	8,800	9,200	9,600	10,000	10,000	10,000	4.17%
101-5132-43590	Other Services	0	0	1,900	0	0	0	-100.00%
CONTRACTUAL SVCS		49,373	48,585	57,900	61,500	61,500	61,500	6.22%
TOTAL EXPENDITURES		299,322	298,826	316,000	335,300	335,300	335,300	6.11%
NET OF REVENUES/EXPENDITURES		(288,122)	(287,626)	(304,800)	(218,000)	(218,000)	(218,000)	-28.48%

BUDGET REPORT FOR CITY OF NEW RIGHTON

12/6/16

		2014	2015	2016	2017	2017	2017	2017
				DEPARTMENT	CITY MANAGER			
GL NUMBER	DESCRIPTION	ACTIVITY	ACTIVITY	AMENDED BUDGET	REQUESTED BUDGET	APPROVED BUDGET	ADOPTED BUDGET	% CHANGE
Fund 101 - Garage								
REVENUE								
CHARGES FOR SERVICE								
101-5134-36647	In-house Eng & Admin	322,100	331,700	341,700	352,000	352,000	352,000	3.01%
CHARGES FOR SERVICE								
		322,100	331,700	341,700	352,000	352,000	352,000	0
TOTAL REVENUE								
		322,100	331,700	341,700	352,000	352,000	352,000	0
EXPENDITURES								
PERSONNEL SVCS								
101-5134-41100	Regular/Part time	100,872	93,057	108,100	112,000	112,000	112,000	3.61%
101-5134-41110	Overtime Wage	4,347	6,546	6,000	6,100	6,100	6,100	1.67%
101-5134-41120	COMP TIME PAY	5,570	2,179	0	0	0	0	0.00%
101-5134-41400	Severance Pay	1,006	300	1,300	500	500	500	-61.54%
101-5134-41640	FICA/MEDICARE	7,533	7,390	8,700	9,000	9,000	9,000	3.45%
101-5134-41645	PERA	8,000	7,610	8,600	8,900	8,900	8,900	3.49%
101-5134-41650	Insurance Contrib	24,400	19,813	30,100	31,100	31,100	31,100	3.32%
101-5134-41660	Workers' Comp	2,300	3,900	3,900	3,900	3,900	3,900	0.00%
101-5134-41675	CC EMPL MEMBERSHIP	0	675	600	700	700	700	16.67%
PERSONNEL SVCS								
		154,028	141,470	167,300	172,200	172,200	172,200	2.93%
MATERIAL & SUPPLIES								
101-5134-42170	Misc Mat & Sup	113,361	107,583	102,600	105,600	105,600	105,600	2.92%
101-5134-42240	FUELS	173,388	145,161	145,500	129,800	129,800	129,800	-10.79%
101-5134-42250	Books & Periodicals	1,639	1,512	2,700	3,000	3,000	3,000	11.11%
101-5134-42260	Uniforms	4,617	4,628	6,000	6,900	6,900	6,900	15.00%
101-5134-42280	Small Equipment	4,730	1,886	4,500	4,600	4,600	4,600	2.22%
MATERIAL & SUPPLIES								
		297,735	260,770	261,300	249,900	249,900	249,900	-4.36%
CONTRACTUAL SVCS								
101-5134-43318	Electricity	18,283	15,533	16,100	17,300	17,300	17,300	7.45%
101-5134-43319	Natural Gas	15,237	8,774	13,800	13,800	13,800	13,800	0.00%
101-5134-43350	CLEANING	20,001	22,106	21,600	22,200	22,200	22,200	2.78%
101-5134-43351	WASTE REMOVAL	3,480	4,237	5,400	5,600	5,600	5,600	3.70%
101-5134-43360	Subscrip/Member/Dues	190	55	500	500	500	500	0.00%
101-5134-43370	TRAINING	0	416	400	400	400	400	0.00%
101-5134-43375	SUBSISTENCE	0	0	100	100	100	100	0.00%
101-5134-43380	Travel	0	0	100	100	100	100	0.00%
101-5134-43510	MAINT BLDG, EQUIP	32,622	22,436	20,700	21,300	21,300	21,300	2.90%
101-5134-43521	Rep/Mant-Fleet-Outsr	46,240	48,639	33,600	34,600	34,600	34,600	2.98%
101-5134-43563	RISK MGMT INTERNAL	5,000	4,300	4,400	5,900	5,900	5,900	34.09%
101-5134-43564	INFO TECH INTERNAL	6,500	6,800	7,100	8,500	8,500	8,500	19.72%
101-5134-43590	Other Services	210	200	600	200	200	200	-66.67%
101-5134-43650	Misc Items for Resal	663	0	0	0	0	0	0.00%
CONTRACTUAL SVCS								
		148,426	133,496	124,400	130,500	130,500	130,500	4.90%
TOTAL EXPENDITURES								
		600,189	535,736	553,000	552,600	552,600	552,600	-0.07%
NET OF REVENUES/EXPENDITURES								
		(278,089)	(204,036)	(211,300)	(200,600)	(200,600)	(200,600)	-5.06%

Parks and Recreation

BUDGET REPORT FOR THE CITY OF NEW BRIGHTON

12/6/16

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	2014	2015	2016	2017	2017	2017	2017
	ACTIVITY	ACTIVITY	AMENDED	DEPARTMENT	CITY MANAGER	ADOPTED	
DESCRIPTION			BUDGET	REQUESTED	RECOMMENDED	BUDGET	% CHANGE
Fund 101 - PARKS & RECREATION							
REVENUES							
CHARGES FOR SERVICE	1,379,130	1,393,376	1,347,300	1,383,900	1,383,900	1,383,900	2.72%
LICENSES	3,100	4,030	3,400	3,800	3,800	3,800	11.76%
TRANSFER IN	19,600	0	33,500	0	0	0	-100.00%
CONTRIBUTIONS	0	15	0	0	0	0	0.00%
REFUNDS & REIMB	1,796	2,092	2,000	0	0	0	-100.00%
OTHER/MISC	82	442	100	100	100	100	0.00%
TOTAL REVENUES	1,403,708	1,399,955	1,386,300	1,387,800	1,387,800	1,387,800	0.11%
EXPENDITURES							
PERSONNEL SVCS	1,653,441	1,882,533	1,972,100	2,196,800	2,196,800	2,196,800	11.39%
MATERIAL & SUPPLIES	121,283	135,554	174,200	161,100	161,100	161,100	-7.52%
CONTRACTUAL SVCS	1,168,319	1,054,261	1,169,900	1,293,300	1,243,300	1,243,300	6.27%
TOTAL EXPENDITURES	2,943,043	3,072,348	3,316,200	3,651,200	3,601,200	3,601,200	8.59%
NET OF REVENUES/EXPENDITURES	(1,539,335)	(1,672,393)	(1,929,900)	(2,263,400)	(2,213,400)	(2,213,400)	14.69%

CITY OF NEW BRIGHTON

STRATEGIC PLAN 2017

PARKS & RECREATION

- **PARKS, FORESTRY, PROGRAMS and
NEW BRIGHTON COMMUNITY CENTER**

Service Description

The Parks & Recreation Department strives to enhance the quality of life for New Brighton citizens and visitors through high quality services and facilities. Parks and recreation programs and facilities contribute to the overall health of a community, neighborhoods, and individuals. New Brighton offers park facilities and recreation programs/activities year round for residents of all ages and abilities. These services encourage healthy lifestyles, increase property values, develop community pride, protect the environment, and relieve stress.

- Maintain parks, trails, and open space to ensure safety and cleanliness.
- Maintain a safe and high quality urban forest.
- Provide quality & diverse recreation programs that meet the needs of our community.
- Manage the New Brighton Community Center in a cost-effective manner that provides positive experiences for all visitors.

The department consists of five separate divisions: parks maintenance, forestry management, recreation programs, New Brighton Community Center and Brightwood Hills Golf Course (details included in the Special Revenue Fund section of the Strategic Plan). The City employs 17.5 full-time and four permanent part-time employees in the general fund areas. In addition the Park and Recreation Department is the City's largest employer of part-time and seasonal staff.

Neighborhood Centers, pavilions, playground equipment, trails, athletic fields, disc golf, skate boarding and climbing equipment, tennis, pickleball and basketball courts are maintained for the community to enjoy. The Parks crew maintains 13 parks containing nearly 200 acres of park and open space in addition to miles of trails for walking, running, biking, and inline skating. Parks Maintenance Personnel began mowing, pruning, and maintaining the New Brighton Exchange acres and took on the tree treatment of Emerald Ash Borer in 2010. The department operates four Neighborhood Centers. Annually, the Neighborhood Centers hosts nearly 200 events and 50 community group meetings. Each center has knotty pine walls, fireplaces, tables, and chairs, making them ideal for neighborhood gatherings, meetings, business rentals, or family functions. The City offers the neighborhood centers, park fields, and equipment for reservation/rental to the public.

In the forestry division, the City continues to focus on Emerald Ash Borer (EAB), Dutch Elm, Oak Wilt and hazardous trees. The City initiated an EAB injection program in 2010 for boulevard and selected park trees; reapplication occurred in 2012, 2013, 2015 and 2016. 2017 results in a non-treatment year in the management plan. Yearly, the City provided residents with

a list of qualified contractors to treat Emerald Ash Borer. The City is proud to have been recognized as a “Tree City USA” for the past 34 years.

Program brochures describing all activities are produced and mailed to homes in New Brighton seasonally. Registration is provided on the website www.newbrightonmn.gov as well as by fax, phone and in person. The department is proud to provide high quality, diverse, accessible, and affordable programs to residents of New Brighton and surrounding communities. Activities range from aquatics programs, dance, gymnastics, full day summer child care, youth and adult sport leagues, senior trips and fitness classes.

The New Brighton Community Center is home to the Parks & Recreation Department and a focal point for the community. It serves as a gathering place for New Brighton and surrounding areas, having nearly 455,000 visits per year, for recreational, social, and business purposes. Annually, the NBCC hosts nearly 1,000 birthday parties, over 130 Eagles Nest group visits, 1,300 business rentals, 230 receptions and events, 190 community group meetings, and has 1,965 active members. Its features include a fitness center, walking/running track, gymnasium, fitness studio, the Eagles Nest Indoor Playground, NBCC Meeting and Events Center, multi-purpose rooms, and senior room. In addition, the NBCC leases space to Knotworks Massage, Ramsey County Library and WIC (Women, Infant & Children). Both Knotworks Massage and Ramsey County Library celebrated its five year anniversary in the New Brighton Community Center in October 2016. Knotworks Massage became a tenant in 2011. The Ramsey County Library’s lease began in April 2011 and the lease is for 20 years. WIC’s lease began in 2010 and the lease is a 30 year agreement.

Changes to Proposed Service Level or Revenue

An additional full-time maintenance employee has been budgeted for in 2017 as compared to 2016. An additional 1.55 FTE’s have been added to permanent part-time, seasonal, and part-time staff hours to compensate for the instructors that teach classes where participation levels have increased and for accounting for the added summer playground program and additional Sunday hours at the New Brighton Community Center.

The Parks, Recreation, and Trails Strategic Plan was approved by City Council on May 23, 2006. The purpose of this plan is that it provides vision, priorities, goals, policies, and detailed work plans for the future delivery of parks and recreation services. Areas of emphasis include recreation programs, Brightwood Hills Golf Course, trails and sidewalks, public art and youth services. The community had an amazing level of involvement. The City and the consulting firm facilitated a series of public workshops, focus groups, and meetings to learn about the community’s park and recreation needs. The information gathered at these meetings, along with a community survey, was the basis for the final plan. Through the Parks, Recreation, and Trails Strategic Plan, the New Brighton Parks and Recreation Department is committed to improving health, protecting natural resources, fostering healthy youth development, sustaining fiscal responsibility and supporting community reinvestments.

Capital improvement (fleet and non-fleet) items and the pavement management plan were allotted a funding source. It is important to maintain this funding mechanism so the City’s park system infrastructure and equipment remain current and safe. Both the parks and New Brighton Community Center require significant replacements to continue meeting the needs of the system.

In order to maintain high levels of customer service, training is conducted for all regular part-time and seasonal staff. This is accomplished through group trainings and individual based opportunities. The goal is for all employees to be prepared to meet and exceed their job responsibilities on a daily basis.

Marketing of all department services has been enhanced to attract new participants to the City's recreation programs, parks and facilities. An emphasis has been placed on social media, cross marketing services, facilities, promotion to current system users, as well as to increase awareness of the City's parks and recreation services to those not familiar with current opportunities.

The New Brighton Exchange will see added parks, along with trails connecting to Ramsey County Long Lake Regional Park, and a central greenway corridor.

Personnel Status and Strategy

	# of People	Position	FTE 2013	FTE 2014	FTE 2015	FTE 2016	FTE 2017
Full-Time							
	1	Director	1.00	1.00	1.00	1.00	1.00
	1	Assistant Director	1.00	1.00	1.00	1.00	1.00
	0	Recreation Program Manager	0.00	0.00	0.00	0.00	0.00
	1	Facilities Manager	1.00	1.00	1.00	1.00	1.00
	3	Recreation Supervisor	3.00	3.00	3.00	3.00	3.00
	1	Parks Superintendent	1.00	1.00	1.00	1.00	1.00
	4.5	Maintenance Worker	2.5	2.5	3.5	3.5	4.5
	1	Office Assistant	1.00	1.00	1.00	1.00	1.00
	1	Lead Custodian	1.00	1.00	1.00	1.00	1.00
	1	Meeting and Event Coordinator	0.00	0.00	1.00	1.00	1.00
	1	Membership Clerk	0.00	0.00	1.00	1.00	1.00
	1	Lead Guest Service	0.00	0.00	1.00	1.00	1.00
	1	Custodial Assistant	0.00	0.00	1.00	1.00	1.00
Subtotal			11.5	11.5	16.5	16.5	17.5
		Full-time Reg. Part-time, Part-time & Seasonal FTEs	17.25	18.62	15.28	15.66	17.21
		TOTAL PARKS AND RECREATION FTEs	28.75	30.12	31.78	32.16	34.71
Hired FT Park Maintenance/Forester in November 2014. Four positions (Facility Use Coordinator, Membership Clerk, Lead Guest Services & Custodial Assistant moved to FT vs PPT in January 2015 (those position were at or over 30 hours a week in 2014). 2017 added a full-time maintenance worker and moved Recreation Coordinator from ½ time to ¾ time.							

Strategic Opportunities and Challenges

- To keep the Parks, Recreation, and Trails Strategic Plan a living document and to promote the plan in all aspects of the department.
- To promote the benefits of parks and recreation to residents, business community, and park system users.
- To utilize technology in a manner that supports efficiency and quality service.
- To provide positive experiences for park system users and participants by providing and maintaining the highest level service and maintenance.

- To support and properly train all part-time and seasonal employees.
- To set fees at a level which maximizes participation and revenue therefore, decreasing the level for tax investment.
- To promote recreational facilities in a consistent and high quality fashion.
- To maintain a positive relationship with the community by ensuring that all parks and recreation staff is accessible to the residents and by working closely with local organizations/associations in the delivery of services.

Parks/Forestry Division

- To continue to maintain the park system infrastructure in a manner that ensures its physical integrity now and in the future.
- To implement new maintenance procedures or invest in new products and/or equipment that will have a long-term cost savings.
- To operate the Neighborhood Centers in a cost-effective manner that promotes cohesive neighborhoods and generates revenue when appropriate.
- To attract and retain fee paying users to the City's park system.
- When applicable, utilize contractual services to perform maintenance duties in the most cost-effective and efficient method.
- To prepare for the increase in public open space and right-of-ways associated with the City's redevelopment efforts.
- To work cooperatively with the Community Assets and Development Department in the delivery of City-wide maintenance services.
- To manage and control emerald ash borer that threatens thousands of ash tree in New Brighton. This includes tree injections to protect boulevard and selected park ash trees as well as additional plantings to ensure replacement of trees that may be lost to emerald ash borer.
- To control Dutch elm and oak wilt diseases on public and private properties in accordance with state and city statutes and ordinances.
- Utilize contractual services to perform forestry duties in the most cost-effective and efficient method.

Recreation Programs

- To continually evaluate recreation programs to ensure that the appropriate level of program expenses are covered by user fees.
- To continue the aquatics program by ensuring that all costs associated with the program are covered by revenues.
- To provide recreation programs which are accessible to all demographics.
- To provide positive recreation opportunities throughout the entire year.
- To provide recreation opportunities that promotes strong families.
- To monitor and improve recreation programs to meet the changing expectations of patrons, to increase revenues, and to sustain healthy lifestyles.
- To continue to develop and maintain collaborative programs with neighboring communities and organizations.

New Brighton Community Center

- To be considered the focal point and gathering place for the residents in New Brighton.
- To maintain a collaborative partnership with the Ramsey County Library in New Brighton and develop joint program that benefits both organizations.
- To provide a variety of program options that meet the needs of all demographics at a level that exceeds customer expectations.
- To promote the Eagles Nest Indoor Playground as a regional recreation destination for individuals and groups throughout the Twin Cities.
- To maintain a clean, safe and quality facility that provides a positive experience for building visitors.
- To continually monitor and improve new program ideas and rental opportunities.
- To maintain a positive relationship with facility tenants.
- To retain current facility users as well as attract new users through high levels of customer service, building maintenance, updated equipment/furnishings and marketing.

BUDGET REPORT FOR THE CITY OF NEW BRIGHTON

12/6/16

		2014	2015	2016	2017	2017	2017	2017
				DEPARTMENT		CITY MANAGER		
GL NUMBER	DESCRIPTION	ACTIVITY	ACTIVITY	AMENDED BUDGET	REQUESTED BUDGET	APPROVED BUDGET	ADOPTED BUDGET	% CHANGE
Fund 101 - Parks								
REVENUES								
CHARGES FOR SERVICE								
101-6141-36601	TXBLE SERVICE/MERCH	34,610	42,648	38,000	49,000	49,000	49,000	28.95%
	CHARGES FOR SERVICE	34,610	42,648	38,000	49,000	49,000	49,000	28.95%
TOTAL REVENUES		34,610	42,648	38,000	49,000	49,000	49,000	28.95%
EXPENDITURES								
PERSONNEL SVCS								
101-6141-41100	Regular/Part time	399,164	416,484	426,700	486,300	486,300	486,300	13.97%
101-6141-41110	Overtime Wage	6,934	4,935	10,400	12,600	12,600	12,600	21.15%
101-6141-41120	COMP TIME PAY	64	117	0	0	0	0	0.00%
101-6141-41300	Add'l & Special Dut	306	244	0	0	0	0	0.00%
101-6141-41350	PAYROLL REIMBURSEMEN	0	(40)	0	0	0	0	0.00%
101-6141-41400	Severance Pay	0	2,200	4,900	2,900	2,900	2,900	-40.82%
101-6141-41640	FICA/MEDICARE	28,370	29,611	33,400	38,100	38,100	38,100	14.07%
101-6141-41645	PERA	28,508	28,461	29,500	33,900	33,900	33,900	14.92%
101-6141-41650	Insurance Contrib	60,711	70,855	73,100	96,600	96,600	96,600	32.15%
101-6141-41660	Workers' Comp	10,400	9,900	9,900	9,900	9,900	9,900	0.00%
101-6141-41670	Unemployment Comp	0	0	1,000	1,000	1,000	1,000	0.00%
101-6141-41675	CC EMPL MEMBERSHIP	1,082	1,317	1,000	1,900	1,900	1,900	90.00%
PERSONNEL SVCS		535,539	564,084	589,900	683,200	683,200	683,200	15.82%
MATERIAL & SUPPLIES								
101-6141-42140	Maintenance Material	19,575	16,200	22,000	23,500	23,500	23,500	6.82%
101-6141-42170	Misc Mat & Sup	9,436	9,279	10,300	10,300	10,300	10,300	0.00%
101-6141-42171	Maint Supplies - Pks	12,462	13,388	20,900	20,900	20,900	20,900	0.00%
101-6141-42260	Uniforms	1,042	1,902	700	600	600	600	-14.29%
101-6141-42280	Small Equipment	4,476	3,754	4,000	4,100	4,100	4,100	2.50%
MATERIAL & SUPPLIES		46,991	44,523	57,900	59,400	59,400	59,400	2.59%
CONTRACTUAL SVCS								
101-6141-43300	Professional Service	0	0	1,000	1,000	1,000	1,000	0.00%
101-6141-43318	Electricity	22,900	19,660	24,000	25,500	25,500	25,500	6.25%
101-6141-43319	Natural Gas	5,975	3,376	6,500	6,200	6,200	6,200	-4.62%
101-6141-43320	Utility Charges	1,895	1,247	2,800	2,500	2,500	2,500	-10.71%
101-6141-43330	Postage	4,700	4,420	4,000	4,800	4,800	4,800	20.00%
101-6141-43340	Printing/Publishing	14,738	14,856	15,400	15,400	15,400	15,400	0.00%
101-6141-43351	WASTE REMOVAL	11,671	12,626	12,500	12,700	12,700	12,700	1.60%
101-6141-43360	Subscrip/Member/Dues	4,068	3,433	5,200	5,100	5,100	5,100	-1.92%
101-6141-43370	TRAINING	794	2,127	2,500	3,000	3,000	3,000	20.00%
101-6141-43375	SUBSISTENCE	1,970	3,120	3,100	2,800	2,800	2,800	-9.68%
101-6141-43380	Travel	841	1,241	1,600	1,600	1,600	1,600	0.00%
101-6141-43510	MAINT BLDG, EQUIP	113,916	37,097	43,400	39,100	39,100	39,100	-9.91%
101-6141-43561	NONFLEET INTERN CHR	86,400	89,000	91,700	94,500	94,500	94,500	3.05%
101-6141-43562	FLEET INTERNAL CHR	48,100	49,500	51,000	52,500	52,500	52,500	2.94%
101-6141-43563	RISK MGMT INTERNAL	41,500	35,900	37,000	41,400	41,400	41,400	11.89%
101-6141-43564	INFO TECH INTERNAL	16,500	17,200	17,800	21,300	21,300	21,300	19.66%
101-6141-43565	PAVEMT MGMT INT CHR	66,600	68,900	71,300	73,700	73,700	73,700	3.37%
101-6141-43650	Misc Items for Resal	535	11	0	0	0	0	0.00%
CONTRACTUAL SVCS		443,103	363,714	390,800	403,100	403,100	403,100	3.15%
TOTAL EXPENDITURES		1,025,633	972,321	1,038,600	1,145,700	1,145,700	1,145,700	10.31%
NET OF REVENUES/EXPENDITURES		(991,023)	(929,673)	(1,000,600)	(1,096,700)	(1,096,700)	(1,096,700)	9.60%

BUDGET REPORT FOR CITY OF NEW BRIGHTON

12/6/16

		2014	2015	2016	2017	2017	2017	2017
				DEPARTMENT	CITY MANAGER			
GL NUMBER	DESCRIPTION	ACTIVITY	ACTIVITY	AMENDED BUDGET	REQUESTED BUDGET	APPROVED BUDGET	ADOPTED BUDGET	% CHANGE
Fund 101 - Forestry								
REVENUES								
LICENSES								
101-6142-32220	Forestry Contr. Lic.	3,100	4,030	3,400	3,800	3,800	3,800	11.76%
LICENSES		3,100	4,030	3,400	3,800	3,800	3,800	11.76%
CHARGES FOR SERVICE								
101-6142-36644	Forestry Charges	1,200	2,874	6,000	5,000	5,000	5,000	-16.67%
CHARGES FOR SERVICE		1,200	2,874	6,000	5,000	5,000	5,000	-16.67%
TRANSFER IN								
101-6142-39980	Transfers from Other	19,600	0	33,500	0	0	0	-100.00%
TRANSFER IN		19,600	0	33,500	0	0	0	-100.00%
TOTAL REVENUES		23,900	6,904	42,900	8,800	8,800	8,800	-79.49%
EXPENDITURES								
PERSONNEL SVCS								
101-6142-41100	Regular/Part time	30,156	69,407	75,700	73,900	73,900	73,900	-2.38%
101-6142-41110	Overtime Wage	73	0	0	0	0	0	0.00%
101-6142-41120	COMP TIME PAY	0	1,770	0	0	0	0	0.00%
101-6142-41400	Severance Pay	1,273	100	300	1,400	1,400	1,400	366.67%
101-6142-41640	FICA/MEDICARE	2,190	5,049	5,800	5,700	5,700	5,700	-1.72%
101-6142-41645	PERA	502	3,954	4,100	4,200	4,200	4,200	2.44%
101-6142-41650	Insurance Contrib	1,292	14,078	14,400	14,900	14,900	14,900	3.47%
101-6142-41660	Workers' Comp	600	2,400	2,400	2,400	2,400	2,400	0.00%
101-6142-41670	Unemployment Comp	4,069	2,799	3,000	1,000	1,000	1,000	-66.67%
101-6142-41675	CC EMPL MEMBERSHIP	0	642	600	700	700	700	16.67%
PERSONNEL SVCS		40,155	100,199	106,300	104,200	104,200	104,200	-1.98%
MATERIAL & SUPPLIES								
101-6142-42170	Misc Mat & Sup	17,434	29,778	42,500	16,000	16,000	16,000	-62.35%
101-6142-42250	Books & Periodicals	15	0	100	100	100	100	0.00%
101-6142-42260	Uniforms	200	349	600	200	200	200	-66.67%
MATERIAL & SUPPLIES		17,649	30,127	43,200	16,300	16,300	16,300	-62.27%
CONTRACTUAL SVCS								
101-6142-43300	Professional Service	56,270	46,151	50,000	57,500	57,500	57,500	15.00%
101-6142-43360	Subscrip/Member/Dues	92	220	1,000	900	900	900	-10.00%
101-6142-43370	TRAINING	150	280	200	200	200	200	0.00%
101-6142-43375	SUBSISTENCE	19	0	100	100	100	100	0.00%
101-6142-43510	MAINT BLDG, EQUIP	0	1,221	0	0	0	0	0.00%
101-6142-43562	FLEET INTERNAL CHRG	4,800	4,900	5,000	5,200	5,200	5,200	4.00%
101-6142-43563	RISK MGMT INTERNAL	500	400	700	700	700	700	0.00%
101-6142-43564	INFO TECH INTERNAL	3,300	3,400	3,500	4,200	4,200	4,200	20.00%
101-6142-43590	Other Services	808	0	0	0	0	0	0.00%
CONTRACTUAL SVCS		65,939	56,572	60,500	68,800	68,800	68,800	13.72%
TOTAL EXPENDITURES		123,743	186,898	210,000	189,300	189,300	189,300	-9.86%
NET OF REVENUES/EXPENDITURES		(99,843)	(179,994)	(167,100)	(180,500)	(180,500)	(180,500)	8.02%

BUDGET REPORT FOR THE CITY OF NEW BRIGHTON

12/6/16

		2014	2015	2016	2017	2017	2017	2017
		ACTIVITY	ACTIVITY	AMENDED	DEPARTMENT	CITY MANAGER	ADOPTED	
GL NUMBER	DESCRIPTION			BUDGET	REQUESTED	APPROVED	BUDGET	% CHANGE
Fund 101 - Recreation								
REVENUES								
CHARGES FOR SERVICE								
101-6143-36645	Recreation Programs	242,753	271,882	240,100	264,500	264,500	264,500	10.16%
101-6143-36660	ST ANTHONY PROGRAMS	1,148	0	5,700	0	0	0	-100.00%
101-6143-36661	NB AQUATICS	88,199	92,622	84,400	92,400	92,400	92,400	9.48%
CHARGES FOR SERVICE		332,100	364,504	330,200	356,900	356,900	356,900	8.09%
101-6143-37805	Refunds and Reimb	900	0	0	0	0	0	0.00%
TOTAL REVENUES		333,000	364,504	330,200	356,900	356,900	356,900	8.09%
EXPENDITURES								
PERSONNEL SVCS								
101-6143-41100	Regular/Part time	391,940	421,634	446,300	503,600	503,600	503,600	12.84%
101-6143-41110	Overtime Wage	0	136	0	0	0	0	0.00%
101-6143-41400	Severance Pay	108	1,200	1,000	1,000	1,000	1,000	0.00%
101-6143-41640	FICA/MEDICARE	29,613	32,042	34,100	38,500	38,500	38,500	12.90%
101-6143-41645	PERA	21,651	23,486	22,400	26,500	26,500	26,500	18.30%
101-6143-41650	Insurance Contrib	25,792	33,840	35,000	36,200	36,200	36,200	3.43%
101-6143-41660	Workers' Comp	7,100	6,900	6,900	6,900	6,900	6,900	0.00%
101-6143-41670	Unemployment Comp	492	86	1,000	1,000	1,000	1,000	0.00%
101-6143-41675	CC EMPL MEMBERSHIP	1,216	1,445	1,900	2,400	2,400	2,400	26.32%
PERSONNEL SVCS		477,912	520,769	548,600	616,100	616,100	616,100	12.30%
MATERIAL & SUPPLIES								
101-6143-42170	Misc Mat & Sup	10,767	14,635	17,500	26,200	26,200	26,200	49.71%
101-6143-42260	Uniforms	0	0	700	900	900	900	28.57%
101-6143-42280	Small Equipment	100	2,138	500	500	500	500	0.00%
MATERIAL & SUPPLIES		10,867	16,773	18,700	27,600	27,600	27,600	47.59%
CONTRACTUAL SVCS								
101-6143-43300	Professional Service	10,274	7,704	13,900	12,500	12,500	12,500	-10.07%
101-6143-43330	Postage	15	306	900	800	800	800	-11.11%
101-6143-43340	Printing/Publishing	2,219	4,255	4,300	4,900	4,900	4,900	13.95%
101-6143-43360	Subscrip/Member/Dues	0	419	200	200	200	200	0.00%
101-6143-43370	TRAINING	799	1,143	1,900	1,900	1,900	1,900	0.00%
101-6143-43375	SUBSISTENCE	48	125	400	400	400	400	0.00%
101-6143-43380	Travel	125	450	900	1,400	1,400	1,400	55.56%
101-6143-43510	MAINT BLDG, EQUIP	4,670	4,904	24,400	7,500	7,500	7,500	-69.26%
101-6143-43563	RISK MGMT INTERNAL	2,700	2,400	2,700	2,800	2,800	2,800	3.70%
101-6143-43564	INFO TECH INTERNAL	20,100	21,000	21,800	25,900	25,900	25,900	18.81%
101-6143-43585	CREDIT CARD FEES	12,475	13,966	0	14,400	14,400	14,400	0.00%
101-6143-43590	Other Services	50,884	51,347	46,800	47,000	47,000	47,000	0.43%
101-6143-43595	SCHOLARSHIPS-REC PRG	204	244	2,200	0	0	0	-100.00%
CONTRACTUAL SVCS		104,513	108,263	120,400	119,700	119,700	119,700	-0.58%
TOTAL EXPENDITURES		593,292	645,805	687,700	763,400	763,400	763,400	11.01%
NET OF REVENUES/EXPENDITURES		(260,292)	(281,301)	(357,500)	(406,500)	(406,500)	(406,500)	13.71%

BUDGET FOR THE CITY OF NEW BRIGHTON

12/6/16

GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 AMENDED BUDGET	2017 DEPARTMENT REQUESTED BUDGET	2017 CITY MANAGER APPROVED BUDGET	2017 ADOPTED BUDGET	2017 % CHANGE
Fund 101 - Community Center								
REVENUES								
CHARGES FOR SERVICE								
101-6144-36602	Non-Txble Serv/Merch	0	338	0	0	0	0	0.00%
101-6144-36646	EXTRA FEE REV ACCT	30	(20)	0	0	0	0	0.00%
101-6144-36779	Tax Merchandise	277	302	0	0	0	0	0.00%
101-6144-36780	Comm/Ctr Merchandise	9,598	10,319	12,200	10,200	10,200	10,200	-16.39%
101-6144-36781	Comm Ctr Lease Rev	9,439	15,283	13,000	10,400	10,400	10,400	-20.00%
101-6144-36785	Comm Ctr P/Trainer	40,798	30,709	43,500	36,700	36,700	36,700	-15.63%
101-6144-36786	COURSE REVENUE	66,853	63,812	65,700	61,800	61,800	61,800	-5.94%
101-6144-36787	Facility Rentals	277,836	279,186	278,900	287,800	287,800	287,800	3.19%
101-6144-36788	Comm Ctr Memberships	218,623	220,785	215,300	215,000	215,000	215,000	-0.14%
101-6144-36789	LEASES-WIC & KNOT/W	31,141	21,799	14,800	15,300	15,300	15,300	3.38%
101-6144-36790	DAILIES/PUNCH PASSES	301,152	278,843	266,500	266,500	266,500	266,500	0.00%
101-6144-36791	NBCC SILVER SNEAKERS	20,376	18,610	21,300	17,500	17,500	17,500	-17.84%
101-6144-36792	NBCC SILVER&FIT	35,097	43,384	41,900	51,800	51,800	51,800	23.63%
CHARGES FOR SERVICE		1,011,220	983,350	973,100	973,000	973,000	973,000	-0.01%
CONTRIBUTIONS								
101-6144-37804	Donations	0	15	0	0	0	0	0.00%
CONTRIBUTIONS		0	15	0	0	0	0	0.00%
REFUNDS & REIMB								
101-6144-37805	Refunds and Reimburs	896	2,092	2,000	0	0	0	-100.00%
REFUNDS & REIMB		896	2,092	2,000	0	0	0	-100.00%
OTHER/MISC								
101-6144-37891	Comm Ctr Over/Short	82	442	100	100	100	100	0.00%
OTHER/MISC		82	442	100	100	100	100	0.00%
TOTAL REVENUES		1,012,198	985,899	975,200	973,100	973,100	973,100	-0.22%
EXPENDITURES								
PERSONNEL SVCS								
101-6144-41100	Regular/Part time	496,670	562,886	584,000	634,700	634,700	634,700	8.68%
101-6144-41110	Overtime Wage	31	0	0	0	0	0	0.00%
101-6144-41120	COMP TIME PAY	77	744	0	0	0	0	0.00%
101-6144-41400	Severance Pay	6,684	400	300	300	300	300	0.00%
101-6144-41640	FICA/MEDICARE	38,163	43,900	44,700	48,600	48,600	48,600	8.72%
101-6144-41645	PERA	32,028	37,554	44,800	48,300	48,300	48,300	7.81%
101-6144-41650	Insurance Contrib	17,468	43,217	43,700	51,400	51,400	51,400	17.62%
101-6144-41660	Workers' Comp	7,500	7,000	7,000	7,000	7,000	7,000	0.00%
101-6144-41670	Unemployment Comp	3	18	1,000	1,000	1,000	1,000	0.00%
101-6144-41675	CC EMPL MEMBERSHIP	1,211	1,762	1,800	2,000	2,000	2,000	11.11%
PERSONNEL SVCS		599,835	697,481	727,300	793,300	793,300	793,300	9.07%
MATERIAL & SUPPLIES								
101-6144-42170	Misc Mat & Sup	44,818	41,470	51,300	54,000	54,000	54,000	5.26%
101-6144-42260	Uniforms	691	1,143	1,500	2,200	2,200	2,200	46.67%
101-6144-42280	Small Equipment	267	1,518	1,600	1,600	1,600	1,600	0.00%
MATERIAL & SUPPLIES		45,776	44,131	54,400	57,800	57,800	57,800	6.25%
CONTRACTUAL SVCS								
101-6144-43300	Professional Service	1,442	1,557	2,900	3,200	3,200	3,200	10.34%
101-6144-43309	PROMOTIONS	5,884	5,198	6,700	7,500	7,500	7,500	11.94%
101-6144-43310	Communications/Telep	1,481	1,450	1,700	1,700	1,700	1,700	0.00%
101-6144-43318	Electricity	83,650	72,199	89,000	54,600	54,600	54,600	-38.65%

BUDGET FOR THE CITY OF NEW BRIGHTON

12/6/16

GL NUMBER	DESCRIPTION	2014	2015	2016	2017	2017	2017	2017
		ACTIVITY	ACTIVITY	AMENDED BUDGET	DEPARTMENT REQUESTED BUDGET	CITY MANAGER APPROVED BUDGET	ADOPTED BUDGET	% CHANGE
101-6144-43319	Natural Gas	28,224	19,355	29,500	29,100	29,100	29,100	-1.36%
101-6144-43320	Utility Charges	3,467	3,870	3,600	4,000	4,000	4,000	11.11%
101-6144-43330	Postage	0	109	0	0	0	0	0.00%
101-6144-43340	Printing/Publishing	4,158	3,700	5,600	5,500	5,500	5,500	-1.79%
101-6144-43350	CLEANING	62,984	59,874	76,100	96,900	96,900	96,900	27.33%
101-6144-43351	WASTE REMOVAL	8,365	8,736	6,700	8,700	8,700	8,700	29.85%
101-6144-43360	Subscrip/Member/Dues	410	938	800	800	800	800	0.00%
101-6144-43370	TRAINING	124	268	1,300	1,700	1,700	1,700	30.77%
101-6144-43375	SUBSISTENCE	332	540	900	2,100	2,100	2,100	133.33%
101-6144-43380	Travel	756	696	1,200	1,800	1,800	1,800	50.00%
101-6144-43510	MAINT BLDG, EQUIP	86,955	73,141	108,100	148,400	98,400	98,400	-8.97%
101-6144-43561	NONFLEET INTERN CHRG	189,600	195,300	201,200	245,200	245,200	245,200	21.87%
101-6144-43563	RISK MGMT INTERNAL	11,100	9,600	10,300	10,800	10,800	10,800	4.85%
101-6144-43564	INFO TECH INTERNAL	23,600	24,700	25,500	30,300	30,300	30,300	18.82%
101-6144-43565	PAVEMT MGMT INT CHR	14,900	15,600	16,100	16,600	16,600	16,600	3.11%
101-6144-43585	CREDIT CARD FEES	18,713	20,949	0	22,000	22,000	22,000	0.00%
101-6144-43590	Other Services	228	0	0	0	0	0	0.00%
101-6144-43650	Misc Items for Resal	8,391	7,932	11,000	10,800	10,800	10,800	-1.82%
CONTRACTUAL SVCS		554,764	525,712	598,200	701,700	651,700	651,700	8.94%
TOTAL EXPENDITURES		1,200,375	1,267,324	1,379,900	1,552,800	1,502,800	1,502,800	8.91%
NET OF REVENUES/EXPENDITURES		(188,177)	(281,425)	(404,700)	(579,700)	(529,700)	(529,700)	30.89%

Public Safety

BUDGET REPORT FOR THE CITY OF NEW BRIGHTON

12/6/16

DESCRIPTION	2014	2015	2016	2017	2017	2017	2017
	ACTIVITY	ACTIVITY	AMENDED BUDGET	DEPARTMENT REQUESTED BUDGET	CITY MANAGER RECOMMENDED BUDGET	ADOPTED BUDGET	% CHANGE
Fund 101 - PUBLC SAFETY							
REVENUES							
LICENSES	68,369	61,610	68,200	68,900	68,900	68,900	1.03%
INTERGOVERNMENTAL	621,892	773,000	733,700	770,200	770,200	770,200	4.97%
CHARGES FOR SERVICE	40,660	49,864	38,600	38,600	38,600	38,600	0.00%
FINES & FORFEITURES	66,437	59,613	65,000	60,000	60,000	60,000	-7.69%
RENTS	2,745	0	0	0	0	0	0.00%
REFUNDS & REIMB	492	1,040	0	0	0	0	0.00%
OTHER/MISC	3,800	5,006	3,500	3,500	3,500	3,500	0.00%
TOTAL REVENUES	804,395	950,133	909,000	941,200	941,200	941,200	3.54%
EXPENDITURES							
PERSONNEL SVCS	3,909,874	4,123,370	4,318,500	4,454,300	4,454,300	4,454,300	3.14%
MATERIAL & SUPPLIES	107,975	99,767	105,200	85,300	85,300	85,300	-18.92%
CONTRACTUAL SVCS	1,104,165	1,226,931	1,130,500	1,186,200	1,186,200	1,186,200	4.93%
CAPITAL OUTLAY	0	41,735	0	0	0	0	0.00%
TOTAL EXPENDITURES	5,122,014	5,491,803	5,554,200	5,725,800	5,725,800	5,725,800	3.09%
NET OF REVENUES/EXPENDITURES	(4,317,619)	(4,541,670)	(4,645,200)	(4,784,600)	(4,784,600)	(4,784,600)	3.00%

CITY OF NEW BRIGHTON

STRATEGIC PLAN 2017

PUBLIC SAFETY

- POLICE, FIRE, EMERGENCY MANAGEMENT

Service Description

The Department of Public Safety's Mission Statement is as follows:

The New Brighton Department of Public Safety, in partnership with the community, is dedicated to protect, serve and educate. We value and promote a respect for human dignity by ensuring a common goal of a safe community.

The New Brighton Department of Public Safety provides police, fire, and emergency management services for the community with a staff of 29 sworn police officers, 41 firefighting staff, and seven civilian employees. With its unique organizational structure as an integrated public safety department utilizing cross-trained staff, this successful model continues to be adopted by other suburban communities in the Twin Cities metro area. As the only municipal department that has employees working around the clock, Public Safety is the default 24/7 resource for residents of the City of New Brighton with readily available access to the organization via the 911 system. The New Brighton Department of Public Safety has a long-established history of consistently providing high-quality law enforcement, firefighting, and emergency management services at an efficient cost to the residents of this community. The agency takes great pride for its high rankings in the City of New Brighton surveys for police, fire, and crime prevention services.

- Provide community oriented policing & quality fire protection to all citizens
- Play a visible role in the community preventing, responding to and investigating incidents
- Ensure on-going, multi-directional communication with residents for prevention and updates on incidents, trends, and outcomes
- Be a leader in regional activities to benefit our citizens

The 29 sworn personnel in the New Brighton Department of Public Safety currently include 17 officers deployed to patrol operations, with four supervisors each overseeing their own policing team. The Criminal Investigative Section (CIS) includes three Detectives, and three officers are assigned as School Resource Officers (SROs). An officer is also assigned fulltime to Crime Prevention and Multi-Housing policing. Through collaborative funding and cooperation, the agency also employs a dedicated DWI Officer and an assigned officer to the regional drug and violent crime task force. Community-oriented teamwork and partnerships both internally within the organization and external to the department are hallmarks of the police agency.

Last year was a record-low year for Part I Criminal Activity in the City of New Brighton, with total incidents dropping below 500 for the first time since modern records started being kept in

the late 1980s. The reported 496 offenses in 2015 represented an overall 10% reduction from 2014. The next closest year was 2011 when the community had 530 total incidents. 2015 also marked the lowest-recorded level of juvenile arrests with 66 for the year, compared to our high in that category of 312 juvenile arrests in 1999.

With the release of the President's Task Force on 21st Century Policing Report, the Police Division invested significantly in the past year on exploring each of the six pillars outlined in this guiding document for modern law enforcement: building trust & legitimacy; policy & oversight; technology & social media; community policing & crime reduction; training & education; and officer wellness & safety. These pillars will continue to guide internal and external policing discussions in 2017.

The City of New Brighton has been recognized three times in the span of a decade as the first place community for participation in National Night Out (NNO) by the National Association of Town Watch (NATW) for cities of population 15,000 to 49,999, in the years 2005, 2009, and 2015. With this first-place finish last year, the 2015 award marked 16 consecutive years that the City of New Brighton's annual NNO efforts have been recognized in the top five nationally by NATW, the sponsor of NNO.

For nearly two decades, the New Brighton Department of Public Safety has successfully employed the agency's Neighborhood Oriented Policing (NOP) strategy to increase the effectiveness of its long-established neighborhood watch blocks by assigning patrol officers to these clustered areas to serve as individual police liaisons for the nearly twenty different geographic enclaves of the city. Since its inception, the residents of the city's varied neighborhoods have openly embraced this unique police-community partnership, which has resulted in historically low crime rates for the city and increased citizen participation in the department's multitude of public safety educational programs and volunteer efforts. NOP empowers local residents by pairing them with police patrol officers to cooperatively use problem-solving strategies to jointly address ongoing neighborhood issues, including traffic complaints, quality of life matters, code enforcement measures, and other local concerns.

Evidence of community involvement is reflected by individual awards bestowed on members of the agency. During the past decade, ten New Brighton police officers have been recognized by Northeast Youth and Family Services (NYFS) with their annual Outstanding Service to Youth Award. Department personnel are also actively involved with coordinating a citywide food drive for the local community food shelf, organizing four blood drives held annually at the New Brighton Public Safety Center, participating in the Law Enforcement Torch Run for Special Olympics, supporting the Muscular Dystrophy Association (MDA) annual "Fill the Boot" fundraising campaign, and operating the department's Santa Cop program which provides holiday gifts to dozens of needy families each year.

Active volunteer services have been a long-standing tradition in the department, with the Police Reserve, Law Enforcement Explorers, and VIPS providing over 5,000 of volunteer service hours each year to our community. Beyond these units housed within the New Brighton Public Safety Center, the agency also coordinates neighborhood-based volunteer efforts, most notably the neighborhood watch block captains and Community Emergency Response Teams (CERT) that harness the power of citizen volunteers. With police officers assigned as liaisons to these groups, relationship-building regularly occurs between law enforcement and community members in New Brighton.

In 2016 the agency initiated a series of conversations with clergy and lay leader representatives of the nearly twenty identified churches and faith communities in the City of New Brighton. Facilitated by the department chaplain and hosted at the Public Safety Center, this new Faith Community Partnership project has already experienced enhanced communication amongst participants and greater connections between pastors and police officers as it focuses on the relationship between church and state, rather than the traditional separation of the two.

During recent years, the Police Division has trained twelve of its police officers in the 40-hour Crisis Intervention Techniques (CIT) curriculum to better respond to the increasing number of mental health calls that the agency responds to on nearly a daily basis in the City of New Brighton. Recognizing the importance of this modern law enforcement skillset, the Ramsey County Chiefs of Police has agreed to share CIT-trained officers in mutual aid fashion when an emergent police call for service dictates the need for such a resource. In addition, with two trained crisis/hostage negotiators in the New Brighton Department of Public Safety, the agency is exploring opportunities for these members to become active participants on a regional team to best utilize their specialized skills for the benefit of all law enforcement agencies in suburban Ramsey County.

2015 training of all police officers in verbal de-escalation techniques has proven successful in reducing the number of force encounters, thereby improving safety for suspects and agency personnel by avoiding these types of situations. For more than two decades, the department has tracked use of force incidents by its police officers, with a reported high of 113 such uses in the year 2007. By contrast, in responding to more than 10,500 calls for service last year, New Brighton police officers used force in only 32 of those incidences. A Police Use of Force Report is completed by officers each time force or restraint is used in the performance of their duties. This does not include the use of handcuffs during an arrest or detention situation. Half of the reports filed in 2015 were from officers pointing their firearms at a subject to gain compliance, with nine hands-on contacts, five instances of a Taser being pointed at a suspect, two knee strikes, and only one Taser deployment. Such data demonstrates that officers gained control of subjects without direct contact or weapon deployment in two-thirds of the reported uses of force, with those dozen remaining force encounters representing just one-tenth of one-percent of all reported police calls for service in 2015.

The Fire Division continues to operate a successful paid-on-call staffing model even while many of the neighboring fire departments of the City of New Brighton have evolved during the past decade, at considerable taxpayer expense, to a combination of full-time firefighting staff supplemented and scheduled duty crews. Meanwhile, the New Brighton Department of Public Safety enjoys the capacity of 41 paid-on-call firefighters at an annual cost that would comparatively fund only two full-time firefighters with salary and benefits. Cross-training of municipal employees both within Public Safety and from other City of New Brighton departments has been a well-established practice for decades within the community and contributes to the current success of the Fire Division, especially with its daytime firefighting capacity during the work week.

With only one full-time employee assigned to the New Brighton Fire Division, the Fire Marshal position is a key organizational role to assuring local fire code compliance, reviewing building and fire suppression system plans, providing ongoing public education and prevention, and serving as a liaison with local inspectors from the City of New Brighton Department of Communication Assets and Development (DCAD) and also the Minnesota State Fire Marshal (SFM) that have authority and responsibility for inspecting a number of different high-hazard sites within the community, including schools, lodging facilities, and health care settings.

An important external relationship is the Emergency Medical Services (EMS) provided by Allina Medical Transportation, as the New Brighton Department of Public Safety responds to about 1,500 medical calls annually. Allina paramedics continue to provide rapid EMS response to the community, with 90% of 911 calls requiring an Advanced Life Support (ALS) ambulance being responded to in seven minutes or less within the City of New Brighton. Internally, the New Brighton Department of Public Safety continues to transition its police officers and firefighters to newly adopted national recertification standards of the Minnesota Emergency Medical Services Regulatory Board that allows our first responding staff to function as Emergency Medical Responders (EMRs) or Emergency Medical Technician (EMTs) before the arrival of higher-trained and certified ambulance personnel. Costs for ongoing medical direction, in addition to personnel time needed for achieving the transitional certifications mandated under the new state-adopted standards for EMS delivery will impact the agency.

Partnerships are also a hallmark of the Fire Division, with the New Brighton Department of Public Safety providing leadership for both the Ramsey County Fire Investigation Team (RCFIT) and the North Suburban Hazardous Materials (NSHM) Response Team. With the New Brighton Fire Marshal leading the RCFIT, this group of trained, multi-jurisdictional investigators representing different public safety and criminal justice disciplines (police, fire, and prosecution), processes a handful of complex fire investigations each year, often those that are suspicious in nature, caused a significant injury or death, or resulted in a high-value property loss. As the fiscal agent for NSHM, the City of New Brighton works with the fire departments from Saint Anthony, Falcon Heights, Vadnais Heights, and Lake Johanna to assure the ongoing

operational funding of this regional hazardous materials team. With the New Brighton Public Safety Center serving as the host station for the team's response vehicle, our firefighting staff has immediate access to a multitude of specialized equipment to handle hazardous materials incidents occurring within the City of New Brighton, or in neighboring communities through established mutual aid agreements. Equipped with similar resources and trained to the same certification levels, firefighters of the member agencies provide a localized capability equal to that of the state-funded teams that are deployed throughout Minnesota.

The department receives radio dispatch services from the Ramsey County Emergency Communications Center (ECC), including 911 Public-Safety-Answering-Point (PSAP) and Computer Aided Dispatch (CAD) using an 800 MHz digitally trunked radio system. All communities in Ramsey County (except White Bear Lake) have their law enforcement and fire departments dispatched by the ECC, which is staffed by 25 personnel at any given time and handles more than 1.2 million telephone calls annually. The Joint Powers Agreements (JPAs) for Dispatch and CAD both have a local 40% allocation for these services with rates adjusted on a three-year rolling average based on calls for service to the member cities.

Proposed Changes to Service Level or Revenue

With 2017 being the fifth year of the agency's participation on the Ramsey County Violent Crime Enforcement Team (VCET), the City of New Brighton continues to reap the benefits of membership with this regional drug task force. During the past year alone, VCET investigators were able to relieve some of our local agency pressure in handling cases of heroin overdose deaths that occurred in the City of New Brighton. In addition, our agency-assigned VCET officer regularly processes New Brighton patrol officer initiated field-based arrests of suspects with controlled substances. Further, representation on this team allows the New Brighton Department of Public Safety ongoing access to these specially trained drug investigators, and manpower to conduct search warrant operations in the community. Ramsey County VCET continues to be a statewide leader amongst all of the regional drug task forces in terms of the amount of drugs seized.

A significant change in 2017 for VCET will be the relocation of its shared offices from the former Saint Paul Police Department (SPPD) annex building. While the team has enjoyed being housed in this rent-free space for more than a decade, the City of Saint Paul is redeveloping that valuable piece of downtown real estate where the VCET currently resides. SPPD has been proactively seeking a new space for the joint team and is pursuing a lease agreement with the Saint Paul Port Authority to house VCET elsewhere downtown. Further, Saint Paul has offered to pay 50% of the rent and fully-fund the estimated \$80,000 annual operational costs of the space. While Ramsey County VCET diligently looked at a number of different sites, the VCET governing board agreed that this option, even at an expense of \$125,000 to the Ramsey County Sheriff's Office (RCSO) and other suburban law enforcement agencies on the team, is the best

relocation option. The cost share for New Brighton remains to be determined but may result the reduction of our grant-funded reimbursement for participating on the team.

The New Brighton Department of Public Safety continues to enjoy the benefits of a joint Records Management System (RMS), hosted and supported technologically by the Ramsey County Sheriff's Office (RCSO) and used by that agency and the police departments of Mounds View and Maplewood. With the overwhelming success of this shared governance and operating model for the RMS, the group is exploring for collaborative opportunities in regional law enforcement, including the next generation of squad car laptops, in-vehicle video systems, and police officer worn body cameras.

Thanks to a more than twenty year-old partnership with the Mounds View School District, the department employs three full-time School Resource Officers (SROs) who are assigned to educational sites throughout the City of New Brighton. Expanding from its initial SRO at Irondale High School in the mid 1990s, the addition of a subsequent fulltime SRO at Highview Middle School in the early 2000s, and now a third SRO assigned at the elementary level to Pike Lake, Bel Air, Sunnyside, the Area Learning Center (ALC), and Early Childhood Education Center (ECEC), these highly-visible police officers positions are an integral part of the New Brighton Department of Public Safety community-oriented policing culture. While assuring the ongoing safety and security of the educational environments that collectively serve 4,000 students daily in the City of New Brighton, this trio of SROs commits a significant amount of time and energy to proactively developing meaningful connections with students, staff, and parents. As a majority of our City's expanding racial and ethnic diversity is represented in the younger generation, the presence of New Brighton police officers in the local schools provides a common ground for law enforcement to positively interact with these increasing numbers of new families from diverse background who now live in the community. Collectively, these three SRO positions generate more than a quarter million dollars of revenue for the City of New Brighton each year through the contractual relationship with the school district.

Strategic Opportunities and Challenges

Having lost four sworn employees due to retirement or resignation in the span of three months during the middle of 2016, the Police Division was forced to invest heavily in the recruitment and field training of new police officers, with a resulting young tenure of patrol staff in the organization. Supervision of these newest officers during the remainder of their probationary employment periods through ongoing coaching, counseling, and mentoring will be a significant priority for agency patrol Sergeants in 2017. Supporting these first-line supervisors with adequate managerial and leadership training, and also providing ample access to internal and external human resources capabilities will be key during this growth period. Further, the addition of new patrol staff requires the scheduling of these police officers for a number of specialized training courses to equip them for handling the more complex incidents.

Ongoing funding of the New Brighton Fire Relief Association with adequate municipal contributions to balance fiduciary concerns and provide members with appropriate benefit level increases to assure retention of experienced firefighting staff will remain a focus for 2017. With a great story of shared sacrifice by past relief association members and municipal representatives during the conversion of the pension to a long-term and more financially sustainable defined benefit plan in the year 2000, the Fire Relief Association continues to diligently manage the nearly \$4 million assets of this retirement fund.

Personnel Status and Strategy

The proposed 2017 budget reflects status-quo operations in the Police Division with no new additional staff nor extra work hours being requested while accounting for two mid-year 2016 reclassifications of existing Public Safety personnel, including an Administrative Sergeant position and upgrading our sole Office Technician to the same grade as our two other Office Assistants, which reflects the workload and skills required of all these members of our administrative team.

The department is now halfway through its four-year DWI Officer grant, a federally-funded position from the National Highway and Traffic Safety Administration (NHTSA) administered locally by the Minnesota Department of Public Safety Division of Office Traffic and Safety (OTS). Once again, the City of New Brighton is budgeted in 2017 to receive nearly \$140,000 in police officer salary, fringe benefits, and overtime reimbursement for the lifesaving work done by this position. New Brighton has become a statistical leader with its DWI officer performing a high-number of impaired driving arrests. In addition, the department regularly hosts meetings of the twelve DWI officers who are deployed throughout the state in law enforcement agencies of various sizes, with New Brighton being the only grant recipient in Ramsey County. Based on the demonstrated existence of intoxicated and impaired drivers on our roadways within the City of New Brighton, the department will be seeking to maintain this position with local funds in future budget years when the grant expires.

Having lost two Fire Division members with 20 and 30 years of service, respectively, in 2016 and with a number of seasoned firefighting veterans in the Fire Divisions currently eligible for retirement, there exists a potential gap for experienced leadership to occur in the agency. Succession planning for these vacancies combined with continuing internal preparation and education for the next generation of fire service leaders in the City of New Brighton will be a challenge for the organization. 2017 is likely a hiring season for the Fire Division, with preliminary plans to add a new group of firefighting recruits consisting of 4-5 additional members. While New Brighton has been a recruitment anomaly compared to fire departments locally and nationally in terms of the large number and high quality of applicants that it has elicited during previous hiring phases, whenever the organization onboards new members it is a strain on training resources and leaders within the Fire Division.

	# of People	Position	FTE 2014	FTE 2015	FTE 2016	FTE 2017
Full- Time	Current					
	1	Director	1.00	1.00	1.00	1.00
	2	Deputy Director	2.00	2.00	2.00	2.00
	5	Sergeant	4.00	4.00	4.00	5.00
	3	Detective	3.00	3.00	3.00	3.00
	18	Police Officer	18.00	19.00	19.00	18.00
	1	Public Safety Officer	1.00	1.00	1.00	1.00
	1	Fire Marshal	1.00	1.00	1.00	1.00
	3	Office Assistant	1.00	2.00	2.00	3.00
	0	Office Technician	1.00	1.00	1.00	0.00
	1	Office Supervisor	1.00	1.00	1.00	1.00
Subtotal	35		33.00	35.00	35.00	35.00
Part- Time						
	2	Public Safety Officer	1.50	1.50	1.50	1.50
	0	Office Technician	.50	.50	0.00	0.00
Subtotal	2		2.00	2.00	1.50	1.50
Total	37		35.00	36.50	36.50	36.50

BUDGET REPORT FOR THE CITY OF NEW BRIGHTON

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		2014	2015	2016	2017	2017	2017	2017
		ACTIVITY	ACTIVITY	AMENDED	DEPARTMENT	CITY MANAGER	ADOPTED	
GL NUMBER	DESCRIPTION			BUDGET	REQUESTED	RECOMMENDED	BUDGET	% CHANGE
Fund 101 - Police								
REVENUES								
LICENSES								
101-7121-32210	Liquor Licenses	46,456	44,150	50,000	50,000	50,000	50,000	0.00%
101-7121-32212	PERSONAL SRVC LIC	5,565	2,170	2,500	3,200	3,200	3,200	28.00%
101-7121-32213	CRIME FREE MULTI FAM	16,123	15,290	15,500	15,500	15,500	15,500	0.00%
LICENSES		68,144	61,610	68,000	68,700	68,700	68,700	1.03%
FINES & FORFEITURES								
101-7121-34401	Fines & Fees	66,437	59,613	65,000	60,000	60,000	60,000	-7.69%
FINES & FORFEITURES		66,437	59,613	65,000	60,000	60,000	60,000	-7.69%
INTERGOVERNMENTAL								
101-7121-35422	Misc Cty Grants/Aids	20,000	20,000	20,000	10,000	10,000	10,000	-50.00%
101-7121-35504	STATE POLICE AID	194,842	201,384	195,000	201,400	201,400	201,400	3.28%
101-7121-35508	Miscellaneous State	24,479	30,741	26,000	26,000	26,000	26,000	0.00%
	POST BOARD TRAINING REIMBURSEMENT				9,500	9,500	9,500	
	PUBLIC SAFETY HEALTH INSURANCE REIMBURSEMENT				13,500	13,500	13,500	
	VEST REIMBURSEMENT				3,000	3,000	3,000	
101-7121-35511	PERA AID	0	24,750	0	0	0	0	0.00%
101-7121-35612	Fed Grants & Aids	1,820	8,627	0	0	0	0	0.00%
101-7121-35718	Misc Grants/Aids	228,843	238,429	253,700	261,700	261,700	261,700	3.15%
	ELEMENTARY/ALC SCHOOL RESOURCE OFFICER				93,000	93,000	93,000	
	HIGHVIEW SCHOOL RESOURCE OFFICER				84,800	84,800	84,800	
	IRONDALE SCHOOL RESOURCE OFFICER				83,900	83,900	83,900	
INTERGOVERNMENTAL		469,984	523,931	494,700	499,100	499,100	499,100	0.89%
CHARGES FOR SERVICE								
101-7121-36602	Non-Txble Serv/Merch	9,835	8,964	6,800	6,800	6,800	6,800	0.00%
101-7121-36606	ALARM FEE	14,620	24,890	14,000	14,000	14,000	14,000	0.00%
CHARGES FOR SERVICE		24,455	33,854	20,800	20,800	20,800	20,800	0.00%
RENTS								
101-7121-37803	RENTAL/LEASES	2,745	0	0	0	0	0	0.00%
RENTS		2,745	0	0	0	0	0	0.00%
REFUNDS & REIMB								
101-7121-37805	Refunds and Reimburs	492	1,040	0	0	0	0	0.00%
REFUNDS & REIMB		492	1,040	0	0	0	0	0.00%
OTHER/MISC								
101-7121-37808	LL WTR PTRL DONATION	3,800	5,006	3,500	3,500	3,500	3,500	0.00%
OTHER/MISC		3,800	5,006	3,500	3,500	3,500	3,500	0.00%
TOTAL REVENUES		636,057	685,054	652,000	652,100	652,100	652,100	0.02%
EXPENDITURES								
PERSONNEL SVCS								
101-7121-41100	Regular/Part time	2,296,719	2,406,568	2,651,800	2,626,800	2,626,800	2,626,800	6.75%
101-7121-41110	Overtime Wage	125,911	117,281	163,900	163,900	163,900	163,900	-1.62%
101-7121-41120	COMP TIME PAY	83,047	84,772	0	0	0	0	0.00%
101-7121-41300	Add'l & Special Dut	49,458	44,979	0	0	0	0	0.00%
101-7121-41350	PAYROLL REIMBURSEMEN	(14,415)	(39,016)	0	0	0	0	0.00%
101-7121-41400	Severance Pay	38,631	24,100	18,600	19,500	19,500	19,500	4.84%
101-7121-41500	Uniform Pay	0	0	0	20,300	20,300	20,300	-42.82%
101-7121-41640	FICA/MEDICARE	48,934	50,902	56,700	58,300	58,300	58,300	9.38%
101-7121-41645	PERA	363,257	433,509	431,800	430,500	430,500	430,500	2.38%
101-7121-41650	Insurance Contrib	320,513	363,846	393,100	382,300	382,300	382,300	1.31%
101-7121-41660	Workers' Comp	74,500	63,882	65,600	62,500	62,500	62,500	-4.73%
101-7121-41675	CC EMPL MEMBERSHIP	3,414	4,290	3,200	3,500	3,500	3,500	40.00%
PERSONNEL SVCS		3,389,969	3,555,113	3,784,700	3,767,600	3,767,600	3,767,600	1.39%
MATERIAL & SUPPLIES								
101-7121-42170	Misc Mat & Sup	15,338	20,382	18,000	18,000	18,000	18,000	0.00%

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GL NUMBER	DESCRIPTION	2014	2015	2016	2017	2017	2017	2017
		ACTIVITY	ACTIVITY	AMENDED BUDGET	DEPARTMENT REQUESTED BUDGET	CITY MANAGER RECOMMENDED BUDGET	ADOPTED BUDGET	% CHANGE
101-7121-42190	AMMUNITION	4,834	4,929	4,000	4,000	4,000	4,000	0.00%
101-7121-42250	Books & Periodicals	402	707	900	900	900	900	0.00%
101-7121-42260	Uniforms	33,617	21,089	31,000	10,400	10,400	10,400	-5.45%
101-7121-42261	UNIFORMS-BODY ARMOR	5,762	2,336	3,000	3,000	3,000	3,000	-64.29%
101-7121-42280	Small Equipment	3,429	3,973	3,600	4,000	4,000	4,000	14.29%
MATERIAL & SUPPLIES		63,382	53,416	60,500	40,300	40,300	40,300	-12.01%
CONTRACTUAL SVCS								
101-7121-43300	Professional Service	214,121	228,330	215,200	211,600	211,600	211,600	0.52%
	RAMSEY COUNTY ECC - DISPATCH/CAD				153,100	153,100	153,100	
	BCA - CJIIN/CJDN				3,000	3,000	3,000	
	VETERINARY SERVICES				10,000	10,000	10,000	
	TOBACCO COMPLIANCE				800	800	800	
	CARWASH				2,500	2,500	2,500	
	ROOF MANAGEMENT				1,000	1,000	1,000	
	ALLINA MEDICAL DIRECTION				10,000	10,000	10,000	
	IDENTIKIT				400	400	400	
	PROMOTIONAL PROCESS				10,000	10,000	10,000	
	LEXIPOL - POLICE POLICY MANUAL				7,300	7,300	7,300	
	PUBLIC SAFETY MINISTRIES				6,000	6,000	6,000	
	INVESTIGATIVE SUITE				2,500	2,500	2,500	
	CONTRACT SERVICES				5,000	5,000	5,000	
101-7121-43303	Buy - Police Rew Inf	31	9	1,000	1,000	1,000	1,000	#DIV/0!
101-7121-43304	Explorer Program	440	806	1,000	1,000	1,000	1,000	100.00%
101-7121-43305	Reserve Program	4,713	5,512	6,500	6,500	6,500	6,500	51.16%
101-7121-43306	Crime Watch Expend	7,447	9,078	10,500	10,500	10,500	10,500	2.94%
101-7121-43318	Electricity	44,571	40,794	45,900	50,100	50,100	50,100	9.15%
101-7121-43319	Natural Gas	29,383	18,675	30,300	30,600	30,600	30,600	45.71%
101-7121-43330	Postage	109	345	200	200	200	200	-20.00%
101-7121-43340	Printing/Publishing	217	0	100	100	100	100	#DIV/0!
101-7121-43350	CLEANING	40,468	36,147	38,000	38,000	38,000	38,000	4.68%
101-7121-43351	WASTE REMOVAL	2,231	2,314	3,200	2,400	2,400	2,400	0.00%
101-7121-43360	Subscrip/Member/Dues	6,711	3,300	4,200	4,200	4,200	4,200	10.53%
101-7121-43370	TRAINING	34,993	23,099	25,500	26,000	26,000	26,000	-23.53%
101-7121-43373	Recruitment Costs	2,970	0	2,400	3,200	3,200	3,200	39.13%
101-7121-43375	SUBSISTENCE	12,083	12,941	12,500	12,500	12,500	12,500	4.17%
101-7121-43380	Travel	5,274	1,139	7,500	7,500	7,500	7,500	44.23%
101-7121-43510	MAINT BLDG, EQUIP	104,200	217,054	86,400	88,000	88,000	88,000	0.00%
	ZUERCHER - RECORDS MANAGEMENT SYSTEM				24,000	24,000	24,000	
	POSS - SCHEDULING SOFTWARE				2,300	2,300	2,300	
	RAMSEY COUNTY - RADIO FLEET SUPPORT FEE				8,000	8,000	8,000	
	FIREARMS RANGE MAINTENANCE				1,600	1,600	1,600	
	ELEVATOR SERVICE				600	600	600	
	HVAC PREVENTATIVE MAINTENANCE				18,000	18,000	18,000	
	PUBLIC SAFETY CENTER BUILDING & GROUNDS				32,000	32,000	32,000	
	FIRE SYSTEM TESTING & INSPECTION				1,500	1,500	1,500	
101-7121-43561	NONFLEET INTERN CHRG	9,800	10,100	11,000	11,900	11,900	11,900	8.18%
101-7121-43562	FLEET INTERNAL CHRG	53,700	55,600	57,700	59,800	59,800	59,800	3.64%
101-7121-43563	RISK MGMT INTERNAL	55,000	60,300	63,300	65,800	65,800	65,800	3.95%
101-7121-43564	INFO TECH INTERNAL	155,400	163,500	169,200	199,300	199,300	199,300	17.79%
101-7121-43565	PAVEMT MGMT INT CHR	2,300	2,400	2,500	2,600	2,600	2,600	4.00%
101-7121-43590	Other Services	1,604	1,253	1,500	1,500	1,500	1,500	0.00%
CONTRACTUAL SVCS		787,766	892,696	795,600	834,300	834,300	834,300	6.85%
TOTAL EXPENDITURES								
		4,241,117	4,501,225	4,640,800	4,642,200	4,642,200	4,642,200	2.19%
NET OF REVENUES/EXPENDITURES								
		(3,605,060)	(3,816,171)	(3,988,800)	(3,990,100)	(3,990,100)	(3,990,100)	3.32%

BUDGET REPORT FOR CITY OF NEW BRIGHTON

12/6/16



GL NUMBER	DESCRIPTION	2014	2015	2016	2017	2017	2017	2017
		ACTIVITY	ACTIVITY	AMENDED	DEPARTMENT	CITY MANAGER	ADOPTED	% CHANGE
		BUDGET		BUDGET	REQUESTED	APPROVED	BUDGET	
Fund 130 - OPERATING GRANTS/DUI								
REVENUES								
INTERGOVERNMENTAL								
130-7121-35508	Miscellaneous State	27,821	122,494	0	0	0	0	0.00%
130-7121-35612	Fed Grants & Aids	3,622	0	115,000	141,500	141,500	141,500	23.04%
INTERGOVERNMENTAL		31,443	122,494	115,000	141,500	141,500	141,500	23.04%
TOTAL REVENUES		31,443	122,494	115,000	141,500	141,500	141,500	23.04%
EXPENDITURES								
PERSONNEL SVCS								
130-7121-41100-41580	Regular/Part time	0	41,559	0	81,000	81,000	81,000	0.00%
	MATT FARMER				81,000	81,000	81,000	0.00%
130-7121-41110	Overtime Wage	26,991	14,177	0	25,000	25,000	25,000	0.00%
130-7121-41300-41580	Add'l & Special Dut	0	0	0				
130-7121-41640	FICA/MEDICARE	391	808	0	1,200	1,200	1,200	0.00%
130-7121-41645	PERA	4,061	9,028	0	13,100	13,100	13,100	0.00%
130-7121-41650-41580	Insurance Contrib	0	8,277	0	16,600	16,600	16,600	0.00%
130-7121-41660-41580	Workers' Comp	0	1,718	0	3,100	3,100	3,100	0.00%
PERSONNEL SVCS		31,443	75,567	0	140,000	140,000	140,000	0.00%
MATERIAL & SUPPLIES								
130-7121-42280-41580	Small Equipment	0	4,547	0	0	0	0	0.00%
MATERIAL & SUPPLIES		0	4,547	0	0	0	0	0.00%
CONTRACTUAL SVCS								
130-7121-43370-41580	TRAINING	0	646	0	1,500	1,500	1,500	0.00%
CONTRACTUAL SVCS		0	646	0	1,500	1,500	1,500	0.00%
CAPITAL OUTLAY								
130-7121-46200	Veh & Equip Acquis	0	41,735	0	0	0	0	0.00%
CAPITAL OUTLAY		0	41,735	0	0	0	0	0.00%
TOTAL EXPENDITURES		31,443	122,495	0	141,500	141,500	141,500	0.00%
NET OF REVENUES/EXPENDITURES		0	(1)	115,000	0	0	0	-100.00%

BUDGET REPORT FOR CITY OF NEW BRIGHTON

12/6/16



		2014	2015	2016	2017	2017	2017	2017
					DEPARTMENT REQUESTED	CITY MANAGER RECOMMENDED	ADOPTED	
GL NUMBER	DESCRIPTION	ACTIVITY	ACTIVITY	AMENDED BUDGET	BUDGET	BUDGET	BUDGET	% CHANGE
Fund 101 - Fire								
REVENUES								
LICENSES								
101-7129-32211	FIRE WORKS LIC	225	0	200	200	200	200	0.00%
LICENSES		225	0	200	200	200	200	0.00%
INTERGOVERNMENTAL								
101-7129-35505	STATE FIRE AID	116,465	122,575	120,000	122,600	122,600	122,600	2.17%
101-7129-35508	Miscellaneous State	4,000	4,000	4,000	7,000	7,000	7,000	75.00%
	MBFTE FIREFIGHTER TRAINING REIMBURSEMENT				7,000	7,000	7,000	
INTERGOVERNMENTAL		120,465	126,575	124,000	129,600	129,600	129,600	4.52%
CHARGES FOR SERVICE								
101-7129-36656	FIRE INSPECTIONS	16,155	16,010	17,500	17,500	17,500	17,500	0.00%
101-7129-36657	DAYCARE INSP	50	0	300	300	300	300	0.00%
CHARGES FOR SERVICE		16,205	16,010	17,800	17,800	17,800	17,800	0.00%
REFUNDS & REIMB								
101-7129-37805	Refunds and Reimburs	0	0	0	0	0	0	0.00%
REFUNDS & REIMB		0	0	0	0	0	0	0.00%
TOTAL REVENUES		136,895	142,585	142,000	147,600	147,600	147,600	3.94%
EXPENDITURES								
PERSONNEL SVCS								
101-7129-41100	Regular/Part time	193,505	199,918	206,500	211,900	211,900	211,900	2.62%
101-7129-41110	Overtime Wage	136	87	0	0	0	0	0.00%
101-7129-41120	COMP TIME PAY	140	498	0	0	0	0	0.00%
101-7129-41200	Fire Calls	91,710	101,482	100,000	102,500	102,500	102,500	2.50%
101-7129-41250	Fire drill/mtg/train	90,626	64,837	94,300	96,700	96,700	96,700	2.55%
101-7129-41300	Addt'l & Special Dut	11,919	15,738	12,400	12,700	12,700	12,700	2.42%
101-7129-41640	FICA/MEDICARE	16,119	14,860	21,300	21,900	21,900	21,900	2.82%
101-7129-41645	PERA	25,065	27,290	28,300	29,100	29,100	29,100	2.83%
101-7129-41650	Insurance Contrib	22,971	26,561	28,100	29,000	29,000	29,000	3.20%
101-7129-41660	Workers' Comp	31,200	35,500	35,500	35,500	35,500	35,500	0.00%
101-7129-41675	CC EMPL MEMBERSHIP	5,071	5,919	7,400	7,400	7,400	7,400	0.00%
PERSONNEL SVCS		488,462	492,690	533,800	546,700	546,700	546,700	2.42%
MATERIAL & SUPPLIES								
101-7129-42170	Misc Mat & Sup	14,951	13,793	15,000	15,000	15,000	15,000	0.00%
101-7129-42250	Books & Periodicals	1,935	2,691	1,700	2,000	2,000	2,000	17.65%
101-7129-42260	Uniforms	13,650	13,560	14,000	14,000	14,000	14,000	0.00%
101-7129-42280	Small Equipment	14,057	11,760	14,000	14,000	14,000	14,000	0.00%
MATERIAL & SUPPLIES		44,593	41,804	44,700	45,000	45,000	45,000	0.67%
CONTRACTUAL SVCS								
101-7129-43300	Professional Service	14,465	23,689	28,000	28,500	28,500	28,500	1.79%
	EMERGENCY MANAGEMENT SIREN MAINTENANCE				8,000	8,000	8,000	
	ROOF MANAGEMENT				1,000	1,000	1,000	
	LEXIPOL FIRE POLICY MANUALS				1,500	1,500	1,500	
	PROMOTIONAL PROCESS				5,000	5,000	5,000	
	MEDICAL/PHYSICAL EXAM				8,000	8,000	8,000	
	TURNOUT GEAR CLEANING				5,000	5,000	5,000	
101-7129-43302	PENSION PAYMENTS FRA	116,465	126,575	120,000	122,500	122,500	122,500	2.08%
	MUNICIPAL CONTRIBUTION				46,200	46,200	46,200	
	STATE FIRE AID				122,500	122,500	122,500	
101-7129-43330	Postage	41	0	0	0	0	0	
101-7129-43360	Subscrip/Member/Dues	5,003	3,213	3,500	3,500	3,500	3,500	0.00%
101-7129-43370	TRAINING	10,271	12,649	10,500	11,000	11,000	11,000	4.76%

BUDGET REPORT FOR CITY OF NEW BRIGHTON

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		2014	2015	2016	2017	2017	2017	2017
					DEPARTMENT	CITY MANAGER		
		ACTIVITY	ACTIVITY	AMENDED	REQUESTED	RECOMMENDED	ADOPTED	% CHANGE
GL NUMBER	DESCRIPTION			BUDGET	BUDGET	BUDGET	BUDGET	
101-7129-43373	Recruitment Costs	7,182	0	3,200	3,200	3,200	3,200	0.00%
101-7129-43375	SUBSISTENCE	9,757	7,624	7,000	7,500	7,500	7,500	7.14%
101-7129-43380	Travel	1,962	3,164	4,000	3,500	3,500	3,500	-12.50%
101-7129-43510	MAINT BLDG, EQUIP	53	2,875	0	0	0	0	0.00%
101-7129-43561	NONFLEET INTERN CHRG	12,900	13,300	13,800	14,400	14,400	14,400	4.35%
101-7129-43562	FLEET INTERNAL CHRG	69,000	71,100	73,200	75,400	75,400	75,400	3.01%
101-7129-43563	RISK MGMT INTERNAL	19,400	17,400	17,900	18,600	18,600	18,600	3.91%
101-7129-43564	INFO TECH INTERNAL	49,900	52,000	53,800	62,300	62,300	62,300	15.80%
101-7129-43701	AUDIT & FINANCIAL	0	0	0	0	0	0	0.00%
CONTRACTUAL SVCS		316,399	333,589	334,900	350,400	350,400	350,400	4.63%
TOTAL EXPENDITURES		849,454	868,083	913,400	942,100	942,100	942,100	3.14%
NET OF REVENUES/EXPENDITURES		(712,559)	(725,498)	(771,400)	(794,500)	(794,500)	(794,500)	2.99%

Golf Course

BUDGET REPORT FOR THE CITY OF NEW BRIGHTON

12/6/16

DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 AMENDED BUDGET	2017 DEPARTMENT REQUESTED BUDGET	2017 CITY MANAGER RECOMMENDED BUDGET	2017 ADOPTED BUDGET	2017 % CHANGE
Fund 241 - GOLF COURSE							
REVENUES							
CHARGES FOR SERVICE	242,573	255,886	275,300	277,100	277,100	277,100	0.65%
RENTS	3,845	5,895	5,000	5,000	5,000	5,000	0.00%
OTHER/MISC	30	(83)	0	0	0	0	0.00%
INVESTMENT INCOME	(849)	(47)	(200)	0	0	0	-100.00%
TRANSFER IN	65,244	59,917	57,400	71,100	71,100	71,100	23.87%
TOTAL REVENUES	310,843	321,568	337,500	353,200	353,200	353,200	4.65%
EXPENDITURES							
PERSONNEL SVCS	187,810	184,916	205,000	214,900	214,900	214,900	4.83%
MATERIAL & SUPPLIES	19,182	20,875	18,800	19,800	19,800	19,800	5.32%
CONTRACTUAL SVCS	103,980	115,646	113,700	118,500	118,500	118,500	4.22%
CAPTIAL OUTLAY	0	0	0	0	0	0	0.00%
UNK_EXP	17,903	0	0	0	0	0	0.00%
TRANSFER OUT	0	140	0	0	0	0	0.00%
TOTAL EXPENDITURES	328,875	321,577	337,500	353,200	353,200	353,200	4.65%
NET OF REVENUES/EXPENDITURES	(18,032)	(9)	0	0	0	0	0.00%
BEGINNING FUND BALANCE	1,016,498	998,465	(2,318)	(2,318)	(2,318)	(2,318)	0.00%
FUND BALANCE ADJUSTMENTS	0	(1,000,776)	0	0	0	0	0.00%
ENDING FUND BALANCE	998,466	(2,320)	(2,318)	(2,318)	(2,318)	(2,318)	0.00%

CITY OF NEW BRIGHTON STRATEGIC PLAN 2017

BRIGHTWOOD HILLS GOLF COURSE

Service Description

The City of New Brighton owns and operates Brightwood Hills Golf Course, a 9-hole, par 30, municipal golf course for residents of New Brighton and the surrounding communities to enjoy. The course is nestled neatly into a residential area on its east side and borders a commercial-retail area on the west. Brightwood Hills is home to many adult, junior, and senior golf leagues and offers opportunities for tournaments and corporate events.

- Operate a well-maintained, efficient, customer-oriented golf course.
- Provide the community with a warm, inviting facility for local meetings, family events, and social functions.

The clubhouse was constructed in 1999 allowing the building to operate year round. From November to March, the clubhouse is marketed as a rental facility for meetings, reunions, family events, etc. A full-time Golf Operations Manager oversees the facility and course business. Brightwood Hills intends to pay for the provision of its services through user fees.

Proposed Changes to Service Level or Revenue

As proven in a resident survey, Brightwood Hills Golf Course is valued by the community due to its recreational opportunities for seniors, adult, youth, and families and its value as undeveloped open space.

The City will continue to strive to implement service level enhancements to ensure that Brightwood Hills remains a community asset. The primary goal is to ensure that the City's golf course is financially viable; managed in a creative, innovative, entrepreneurial and team-oriented manner; and a positive image is maintained within the local golf community.

One modification to the course was the addition of a practice bunker. This bunker was constructed to allow golf instruction during lessons as well as provide an area for golfers to practice prior to a round.

Brightwood Hills experimented with new programs again in 2016. Women's Birdies and Beverages golf clinic was added to the offerings along with a new, late season tournament the Arctic Open.

High quality customer service and course maintenance conditions will continue to be the focal point for staff to ensure that all golfers have a quality and positive experience.

Personnel Status and Strategy

	# of People	Position	FTE 2014	FTE 2015	FTE 2016	FTE 2017
Full-Time	1	Golf Operations Manager	1.00	1.00	1.00	1.00
Total	Full-time FTEs		1.00	1.00	1.00	1.00
	Seasonal/Part-Time FTEs		3.41	3.19	3.19	3.19
	Total Parks & Recreation FTEs		4.41	4.19	4.19	4.19

Strategic Opportunities and Challenges Brightwood Hills Golf Course

1. To attract golf events and groups that will utilize the course during non-peak hours.
2. To continually increase the quality of golf course maintenance to attract new golfers, retain current golfers, and positively promote the City's image.
3. To attract at least 22,000 golfers per year to Brightwood Hills.
4. To evaluate new revenue generating opportunities.
5. To market the clubhouse as a meeting site for local business meetings and social functions.
6. To proactively address changes in course conditions, due to weather conditions, in order to minimize any degradation in course quality.
7. Realize according to a PGA Study, the number of nationwide core golfers has dropped to 1988 levels. This drop has been explained by three reasons:
 - a. Cost
 - b. Length of time it takes to play
 - c. Not growing the game at the youth level

Brightwood Hills has not been as significantly affected by these reasons as it is an affordable course, short course to play and it continually caters to the junior level of golf.

BUDGET REPORT FOR THE CITY OF NEW BRIGHTON

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		2014	2015	2016	2017	2017	2017	2017
					DEPARTMENT	CITY MANAGER		
GL NUMBER	DESCRIPTION	ACTIVITY	ACTIVITY	AMENDED BUDGET	REQUESTED BUDGET	RECOMMENDED BUDGET	ADOPTED BUDGET	% CHANGE
Fund 241 - GOLF COURSE								
REVENUES								
CHARGES FOR SERVICE								
241-0000-36601	TXBLE SERVICE/MERCH	5,585	5,975	5,500	5,900	5,900	5,900	7.27%
241-0000-36602	Non-Txble Serv/Merch	2,453	4,079	2,200	2,500	2,500	2,500	13.64%
241-0000-36701	Golf Membership	16,056	14,236	17,500	16,300	16,300	16,300	-6.86%
241-0000-36702	Green Fees	160,270	172,197	190,500	189,500	189,500	189,500	-0.52%
241-0000-36703	Practice Range	2,443	2,588	2,500	2,500	2,500	2,500	0.00%
241-0000-36706	Lessons	13,596	13,467	14,800	14,900	14,900	14,900	0.68%
241-0000-36771	Food Sales	22,598	20,933	23,000	23,000	23,000	23,000	0.00%
241-0000-36772	Cart Rental	19,572	22,411	19,300	22,500	22,500	22,500	16.58%
CHARGES FOR SERVICE		242,573	255,886	275,300	277,100	277,100	277,100	0.65%
RENTS								
241-0000-37803	RENTAL/LEASES	3,845	5,895	5,000	5,000	5,000	5,000	0.00%
RENTS		3,845	5,895	5,000	5,000	5,000	5,000	0.00%
OTHER/MISC								
241-0000-37890	Cash Over/Cash Short	30	(83)	0	0	0	0	0.00%
OTHER/MISC		30	(83)	0	0	0	0	0.00%
INVESTMENT INCOME								
241-0000-38801	Interest	(197)	(77)	(200)	0	0	0	-100.00%
241-0000-38802	FAIR VALUE CHANGE	(652)	30	0	0	0	0	0.00%
INVESTMENT INCOME		(849)	(47)	(200)	0	0	0	-100.00%
TRANSFER IN								
241-0000-39980	Transfers from Other	65,244	59,917	57,400	71,100	71,100	71,100	23.87%
TRANSFER IN		65,244	59,917	57,400	71,100	71,100	71,100	23.87%
TOTAL REVENUES		310,843	321,568	337,500	353,200	353,200	353,200	4.65%
EXPENDITURES								
PERSONNEL SVCS								
241-0000-41100	Regular/Part time	147,115	143,862	157,200	162,000	162,000	162,000	3.05%
241-0000-41400	Severance Pay	0	2,347	3,500	8,500	8,500	8,500	142.86%
241-0000-41640	FICA/MEDICARE	10,886	10,698	12,000	12,400	12,400	12,400	3.33%
241-0000-41645	PERA	9,971	9,905	9,900	10,100	10,100	10,100	2.02%
241-0000-41650	Insurance Contrib	13,026	15,704	16,000	16,500	16,500	16,500	3.13%
241-0000-41660	Workers' Comp	3,900	2,400	2,400	2,400	2,400	2,400	0.00%
241-0000-41670	Unemployment Comp	2,912	0	4,000	3,000	3,000	3,000	-25.00%
PERSONNEL SVCS		187,810	184,916	205,000	214,900	214,900	214,900	4.83%
MATERIAL & SUPPLIES								
241-0000-42170	Misc Mat & Sup	16,477	19,597	17,600	18,100	18,100	18,100	2.84%
241-0000-42260	Uniforms	45	93	200	200	200	200	0.00%
241-0000-42280	Small Equipment	2,660	1,185	1,000	1,500	1,500	1,500	50.00%
MATERIAL & SUPPLIES		19,182	20,875	18,800	19,800	19,800	19,800	5.32%
CONTRACTUAL SVCS								
241-0000-43300	Professional Service	2,469	7,178	7,900	8,200	8,200	8,200	3.80%
241-0000-43310	Communications/Telep	456	480	600	600	600	600	0.00%
241-0000-43318	Electricity	5,910	5,698	6,300	6,300	6,300	6,300	0.00%
241-0000-43319	Natural Gas	1,578	1,135	1,900	1,900	1,900	1,900	0.00%
241-0000-43320	Utility Charges	1,020	531	1,100	1,100	1,100	1,100	0.00%
241-0000-43340	Printing/Publishing	3,923	3,533	4,400	4,400	4,400	4,400	0.00%
241-0000-43351	WASTE REMOVAL	2,523	3,041	2,700	3,000	3,000	3,000	11.11%

BUDGET REPORT FOR THE CITY OF NEW BRIGHTON

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GL NUMBER	DESCRIPTION	2014	2015	2016	2017	2017	2017	2017
		ACTIVITY	ACTIVITY	AMENDED BUDGET	DEPARTMENT REQUESTED BUDGET	CITY MANAGER RECOMMENDED BUDGET	ADOPTED BUDGET	% CHANGE
241-0000-43360	Subscrip/Memr/Dues	2,278	2,126	2,700	2,800	2,800	2,800	3.70%
241-0000-43370	TRAINING	420	405	400	400	400	400	0.00%
241-0000-43380	Travel	31	16	100	100	100	100	0.00%
241-0000-43510	MAINT BLDG, EQUIP	8,925	13,530	14,200	10,800	10,800	10,800	-23.94%
241-0000-43561	NONFLEET INTERN CHRG	24,900	25,600	26,400	27,200	27,200	27,200	3.03%
241-0000-43562	FLEET INTERNAL CHRG	3,300	3,400	3,500	3,600	3,600	3,600	2.86%
241-0000-43563	RISK MGMT INTERNAL	6,200	6,200	6,200	4,900	4,900	4,900	-20.97%
241-0000-43564	INFO TECH INTERNAL	6,600	6,700	6,700	7,000	7,000	7,000	4.48%
241-0000-43565	PAVEMT MGMT INT CHR	3,100	3,400	3,700	4,000	4,000	4,000	8.11%
241-0000-43585	CREDIT CARD FEES	4,937	5,576	0	5,600	5,600	5,600	0.00%
241-0000-43590	Other Services	8,279	8,533	8,300	8,600	8,600	8,600	3.61%
241-0000-43650	Misc Items for Resal	11,942	12,248	11,500	12,400	12,400	12,400	7.83%
241-0000-43660	Golf Merch for Resal	4,273	5,346	4,100	4,600	4,600	4,600	12.20%
241-0000-43701	AUDIT & FINANCIAL	916	970	1,000	1,000	1,000	1,000	0.00%
CONTRACTUAL SVCS		103,980	115,646	113,700	118,500	118,500	118,500	4.22%
CAPTIAL OUTLAY								
241-0000-46200	Veh & Equip Acquis	0	0	0	0	0	0	0.00%
CAPTIAL OUTLAY		0	0	0	0	0	0	0.00%
UNCLASSIFIED								
241-0000-47800	Depreciation Expense	17,903	0	0	0	0	0	0.00%
UNCLASSIFIED		17,903	0	0	0	0	0	0.00%
TRANSFER OUT								
241-0000-49992	Trans to Other Funds	0	140	0	0	0	0	0.00%
TRANSFER OUT		0	140	0	0	0	0	0.00%
TOTAL EXPENDITURES		328,875	321,577	337,500	353,200	353,200	353,200	4.65%
NET OF REVENUES/EXPENDITURES		(18,032)	(9)	0	0	0	0	0.00%

Internal Service Funds

Risk Management

BUDGET REPORT FOR THE CITY OF NEW BRIGHTON

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DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 AMENDED BUDGET	2017 DEPARTMENT REQUESTED BUDGET	2017 CITY MANAGER APPROVED BUDGET	2017 ADOPTED BUDGET	2017 % CHANGE
Fund 601 - RISK MANAGEMENT FUND							
REVENUES							
INTERGOVERNMENTAL	0	100	0	0	0	0	0.00%
CHARGES FOR SERVICE	473,300	486,000	499,700	510,500	510,500	510,500	2.16%
CONTRIBUTIONS	3,000	0	0	0	0	0	0.00%
REFUNDS & REIMB	61,945	14,471	0	15,000	15,000	15,000	0.00%
INVESTMENT INCOME	59,728	6,341	12,200	14,400	14,400	14,400	18.03%
TOTAL REVENUES	597,973	506,912	511,900	539,900	539,900	539,900	5.47%
EXPENDITURES							
PERSONNEL SVCS	13,272	15,518	16,700	17,600	17,600	17,600	5.39%
MATERIAL & SUPPLIES	0	0	2,300	500	500	500	-78.26%
CONTRACTUAL SVCS	568,018	466,230	538,500	468,400	468,400	468,400	-13.02%
TOTAL EXPENDITURES	581,290	481,748	557,500	486,500	486,500	486,500	-12.74%
NET OF REVENUES/EXPENDITURES	16,683	25,164	(45,600)	53,400	53,400	53,400	-217.11%
BEGINNING FUND BALANCE	1,346,689	1,363,373	1,379,577	1,499,877	1,499,877	1,499,877	8.72%
FUND BALANCE ADJUSTMENTS	0	(8,946)	0	0	0	0	0.00%
ENDING FUND BALANCE	1,363,372	1,379,576	1,333,977	1,556,977	1,556,977	1,556,977	16.72%

CITY OF NEW BRIGHTON

STRATEGIC PLAN 2016

RISK MANAGEMENT

Service Description

The Finance Director and the Management Analyst/HR Specialist share the risk management duties. The Finance Director is responsible for risk management activities such as: obtaining insurance, loss control, and processing claims. The Management Analyst/HR Specialist is responsible for the safety committee, claims investigation, administering claims, and monitoring litigation.

- Obtain appropriate insurance coverages
- Facilitate employee safety committee
- Manage claim processing and administration
- Conduct claims investigations

Proposed Changes in Service Level

Continue to monitor the appropriateness of the current deductible levels. Insurance premiums can be reduced by increasing the levels of deductibles. However, the City will then be self-insured to that level.

Strategic Opportunities and Challenges

The goal of risk management is threefold:

- To create a safe workplace
- To prevent catastrophic financial losses
- To provide budgetary stability

The implementation of a risk management program aids in preventing worksite accidents and injuries, and in reducing medical expenses and other costs related to lost workdays, replacement workers, etc. Risk management allows for a more effective use of City funds. An effective risk management program can save funds that may otherwise be spent on costly insurance policies, the replacement of damaged property, or paying claims related to liability or worker's compensation.

The City faces unique risks not found in the private sector. This is true for a number of reasons. First, some City services are inherently high risk. The activities of police and firefighters, for example, are dangerous and involve the potential for financial loss. In addition, most cities cannot manage risk by discontinuing a service. A critical activity such as road maintenance cannot be avoided.

Second, the scope of the City is enormous. We provide a multitude of services, including law enforcement, firefighting, and regulatory oversight, to name a few. Geographically, the scope of the City is broad as well. It includes City property, parks, and right of way. Realistically, the City cannot constantly monitor all activities in its domain.

Third, the City is unable to exercise total control over its physical environment. During normal business hours, the City does not restrict citizen access to many of its facilities. City Hall, the Family Service Center, and the License Bureau must be accessible to the public. Moreover, some public spaces —roadways, for example — are open for business 24 hours a day, seven days a week.

BUDGET REPORT FOR THE CITY OF NEW BRIGHTON

12/6/16

GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 AMENDED BUDGET	2017 DEPARTMENT REQUESTED BUDGET	2017 CITY MANAGER APPROVED BUDGET	2017 ADOPTED BUDGET	2017 % CHANGE
Fund 601 - RISK MANAGEMENT FUND								
REVENUES								
INTERGOVERNMENTAL								
601-0000-35719	Other City Service	0	100	0	0	0	0	0.00%
INTERGOVERNMENTAL		0	100	0	0	0	0	0.00%
CHARGES FOR SERVICE								
601-0000-36610	INTERNAL SERVICE REV	283,600	290,600	298,400	309,200	309,200	309,200	3.62%
	ADMIN				4,200	4,200	4,200	
	ELECTIONS				200	200	200	
	FINANCE				3,100	3,100	3,100	
	LICENSE BUREAU				800	800	800	
	ENGINEERING				2,500	2,500	2,500	
	STREETS				7,400	7,400	7,400	
	GARAGE				5,900	5,900	5,900	
	COMM DEV				4,300	4,300	4,300	
	PARKS				41,400	41,400	41,400	
	FORESTRY				700	700	700	
	RECREATION				2,800	2,800	2,800	
	NBCC				10,800	10,800	10,800	
	GOLF				4,900	4,900	4,900	
	POLICE				65,800	65,800	65,800	
	FIRE				18,600	18,600	18,600	
	WATER TREATMENT PLANT				26,600	26,600	26,600	
	IT				2,900	2,900	2,900	
	HAZMAT				2,800	2,800	2,800	
	WATER				24,600	24,600	24,600	
	SEWER				52,100	52,100	52,100	
	STORM				7,900	7,900	7,900	
	STREET LIGHTS				18,900	18,900	18,900	
601-0000-36611	INTERN SRVC W/C REV	189,700	195,400	201,300	201,300	201,300	201,300	0.00%
	COUNCIL				100	100	100	
	ADMIN				2,200	2,200	2,200	
	ELECTIONS				100	100	100	
	FINANCE				1,100	1,100	1,100	
	LICENSE BUREAU				400	400	400	
	IT				1,300	1,300	1,300	
	ENGINEERING				1,200	1,200	1,200	
	STREETS				9,300	9,300	9,300	
	GARAGE				3,900	3,900	3,900	
	COMM DEV				3,300	3,300	3,300	
	PARKS				9,900	9,900	9,900	
	FORESTRY				2,400	2,400	2,400	
	RECREATION				6,900	6,900	6,900	
	NBCC				7,000	7,000	7,000	
	GOLF				2,400	2,400	2,400	
	POLICE				65,600	65,600	65,600	
	FIRE				35,500	35,500	35,500	
	WATER				21,200	21,200	21,200	
	SEWER				19,800	19,800	19,800	
	STORM				7,700	7,700	7,700	
CHARGES FOR SERVICE		473,300	486,000	499,700	510,500	510,500	510,500	2.16%
CONTRIBUTIONS								
601-0000-37804	Donations	3,000	0	0	0	0	0	0.00%
CONTRIBUTIONS		3,000	0	0	0	0	0	0.00%
REFUNDS & REIMB								
601-0000-37805	Refunds and Reimburs	61,945	11,471	0	15,000	15,000	15,000	0.00%
	WELLNESS PROGRAM				15,000	15,000	15,000	
	OTHER				0	0	0	
601-1282-37805	Refunds and Reimburs	0	3,000	0	0	0	0	0.00%
REFUNDS & REIMB		61,945	14,471	0	15,000	15,000	15,000	0.00%

BUDGET REPORT FOR THE CITY OF NEW BRIGHTON

12/6/16

		2014	2015	2016	2017	2017	2017	2017
		ACTIVITY	ACTIVITY	AMENDED BUDGET	DEPARTMENT REQUESTED BUDGET	CITY MANAGER APPROVED BUDGET	ADOPTED BUDGET	% CHANGE
GL NUMBER	DESCRIPTION							
INVESTMENT INCOME								
601-0000-38801	Interest	11,757	8,813	12,200	14,400	14,400	14,400	18.03%
601-0000-38802	FAIR VALUE CHANGE	47,971	(2,472)	0	0	0	0	0.00%
INVESTMENT INCOME		59,728	6,341	12,200	14,400	14,400	14,400	18.03%
TOTAL REVENUES		597,973	506,912	511,900	539,900	539,900	539,900	5.47%
EXPENDITURES								
PERSONNEL SVCS								
601-0000-41100	Regular/Part time	10,331	11,517	12,400	13,100	13,100	13,100	5.65%
601-0000-41640	FICA/MEDICARE	750	798	1,000	1,000	1,000	1,000	0.00%
601-0000-41645	PERA	746	860	900	1,000	1,000	1,000	11.11%
601-0000-41650	Insurance Contrib	1,345	2,009	2,300	2,400	2,400	2,400	4.35%
601-0000-41660	Workers' Comp	100	100	100	100	100	100	0.00%
601-0000-41680	PENSION EXPENSE - GASB68	0	234	0	0	0	0	0.00%
PERSONNEL SVCS		13,272	15,518	16,700	17,600	17,600	17,600	5.39%
MATERIAL & SUPPLIES								
601-0000-42170	Misc Mat & Sup	0	0	2,300	500	500	500	-78.26%
MATERIAL & SUPPLIES		0	0	2,300	500	500	500	-78.26%
CONTRACTUAL SVCS								
601-0000-43300	Professional Service	17,721	9,056	19,800	20,200	20,200	20,200	2.02%
	ILC				8,200	8,200	8,200	
	ARMORED CAR				12,000	12,000	12,000	
601-0000-43360	Subscrip/Member/Dues	0	250	500	500	500	500	0.00%
601-0000-43370	TRAINING	0	158	1,000	1,000	1,000	1,000	0.00%
	LOSS CONTROL WORKSHOPS				100	100	100	
	OTHER				900	900	900	
601-0000-43375	SUBSISTENCE	0	0	500	500	500	500	0.00%
	WELLNESS				500	500	500	
601-0000-43482	WORKERS COMP PREM	194,221	172,460	201,300	157,400	157,400	157,400	-21.81%
601-0000-43483	LIAB INS PREM	224,713	89,615	179,400	136,300	136,300	136,300	-24.02%
601-0000-43484	WRK COMP INS DEDUCT	9,971	76,718	15,000	30,000	30,000	30,000	100.00%
601-0000-43485	LIAB INS DED CUR YR	58,882	20,344	100,000	100,000	100,000	100,000	0.00%
601-0000-43486	LIAB INS DED PIOR YR	55,236	90,878	0	0	0	0	0.00%
601-0000-43590	Other Services	7,274	6,751	21,000	21,000	21,000	21,000	0.00%
	ANNUAL HEARING TEST				1,000	1,000	1,000	
	EMPLOYEE WELLNESS INCENTIVES				15,000	15,000	15,000	
	PERSONAL TRAINER				5,000	5,000	5,000	
601-4000-43300	Professional Service	0	0	0	1,500	1,500	1,500	0.00%
CONTRACTUAL SVCS		568,018	466,230	538,500	468,400	468,400	468,400	-13.02%
TOTAL EXPENDITURES		581,290	481,748	557,500	486,500	486,500	486,500	-12.74%
NET OF REVENUES/EXPENDITURES		16,683	25,164	(45,600)	53,400	53,400	53,400	-217.11%

Information Technologies

BUDGET REPORT FOR THE CITY OF NEW BRIGHTON

12/6/16

DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 AMENDED BUDGET	2017 DEPARTMENT REQUESTED BUDGET	2017 CITY MANAGER RECOMMENDED BUDGET	2017 ADOPTED BUDGET	2017 % CHANGE
Fund 605 - INFO TECHNOLOGY							
REVENUES							
INTERGOVERNMENTAL	1,500	1,500	1,500	1,500	1,500	1,500	0.00%
CHARGES FOR SERVICE	514,700	534,800	552,500	634,900	634,900	634,900	14.91%
OTHER/MISC	6,000	6,000	6,000	6,000	6,000	6,000	0.00%
INVESTMENT INCOME	73,935	6,813	15,100	13,200	13,200	13,200	-12.58%
TOTAL REVENUES	596,135	549,113	575,100	655,600	655,600	655,600	14.00%
EXPENDITURES							
PERSONNEL SVCS	154,225	176,756	169,700	249,700	249,700	249,700	47.14%
MATERIAL & SUPPLIES	29,697	26,222	29,500	29,500	29,500	29,500	0.00%
CONTRACTUAL SVCS	176,837	194,303	210,400	210,300	210,300	210,300	-0.05%
CAPTIAL OUTLAY	60,977	91,437	742,800	214,900	214,900	214,900	-71.07%
FINANCING USES	2,450	12,895	0	0	0	0	0.00%
DEPRECIATION	108,815	76,405	0	0	0	0	0.00%
TOTAL EXPENDITURES	533,001	578,018	1,152,400	704,400	704,400	704,400	-38.88%
NET OF REVENUES/EXPENDITURES	63,134	(28,905)	(577,300)	(48,800)	(48,800)	(48,800)	-91.55%
BEGINNING FUND BALANCE	1,796,204	1,859,338	1,830,433	1,253,133	1,253,133	1,735,707	-5.18%
FUND BALANCE ADJUSTMENTS	63,134	(28,905)	(577,300)	(48,800)	(48,800)	(48,800)	0.00%
ENDING FUND BALANCE	1,859,338	1,830,433	1,253,133	1,204,333	1,204,333	1,686,907	34.62%

CITY OF NEW BRIGHTON

STRATEGIC PLAN 2017

INFORMATION TECHNOLOGY

Service Area Description

Information Technology (IT) resides in the Administration Department. It provides for the maintenance and upkeep of the City's information technology resources, including computer systems, network hardware and software, electronic security system, meeting room technology, telephone system, cell phones, virtual systems and copiers. With the exception of licensing and related fees that are directly tied to a specific department, all IT costs are captured in this department. The significant costs associated with the upgrading of the City's computer hardware and software systems are in this budget area as well. IT is structured as an internal service fund, which provides for the maintenance of the City's information technology systems. Structuring this budget as an internal service fund allows for users (other departments) to be charged for their utilization of the services provided for in the area of technology.

Proposed Changes in Service Level or Revenue

The City has made a significant investment in IT over the last ten years in terms of personnel and capital. This investment has allowed the organization to improve efficiencies and to provide better service to the public. Due to this significant investment, the City's primary focus is to maintain its current IT infrastructure and less on implementing new systems. However, the City will continue to search for new ways to help keep technology current and to implement improved service delivery methods.

Personnel Status and Strategy

	# of People	Position	FTE 2014	FTE 2015	FTE 2016	FTE 2017
Full-Time						
	1	IT Administrator	1.00	1.00	1.00	1.00
	1	IT Technician	1.00	1.00	1.00	1.00
	1	IT Technician	0.0	0.0	0.0	1.00
Total	3		2.00	2.00	2.00	3.00

IT Mission Statement

- The Information Technology Department will provide the highest quality technology-based services, in the most cost-effective manner, to facilitate the City's mission as it applies to the management of the City's current and future IT needs.

Strategic Opportunities and Challenges

- The City will continue to ensure that the City's equipment, software, and servers are current and operational. One of the departmental focuses will be on maintaining the City's current Information Technology infrastructure to ensure that it continues to meet the City's present and future needs.
- The City will continue to operate the Information Technology in a manner that is cost effective yet still meets the City's on-going and changing computer needs.
- The full implementation of a new Finance Software system will be implemented within the next year. Services such as CLASS, Permitworks and HRSOURCE switch over to BS&A. Online payment solutions will bring along new challenges as these software systems that will interact with the new Finance System.
- Along with the Finance System, the Class Software system will also begin its path to full replacement within the coming year. Point of Sale and Online registration will be the major factors with switching over to the new software while providing continued service to the public.
- Physical and Virtual servers will be backed up via a new service call Veeam. This in conjunction with the old backup system will allow for faster backups of the entire server infrastructure along with duplication to another location for better redundancy of the City of New Brighton data.
- The effective use of current infrastructure to provide the most cost effective data and communications network to support both current and future system needs will continue to be a focus.
- The City will continue to expand its security system utilizing both video surveillance and card access. The focus is on ensuring safety and reducing key control costs.
- The City will continue to explore and utilize new technology that can be used to communicate more efficiently with our residents (software such as Granicus, Fix 311, and the revamped City Webpage).
- The City will continue to implement a virtual server and computer systems that creates both a more reliable and cost effective use of network equipment.
- The City will continue to implement a five year IT capital equipment replacement schedule to ensure that the City is budgeting appropriately for future Information Technology expenditures.

BUDGET REPORT FOR CITY OF NEW BRIGHTON

12/6/16

GL NUMBER	DESCRIPTION	2014	2015	2016	2017	2017	2017	2017
		ACTIVITY	ACTIVITY	AMENDED	DEPARTMENT REQUESTED	CITY MANAGER APPROVED	ADOPTED	% CHANGE
				BUDGET	BUDGET	BUDGET	BUDGET	
Fund 605 - INFO TECHNOLOGY								
REVENUES								
INTERGOVERNMENTAL								
605-7000-35718	Misc Grants/Aids	1,500	1,500	1,500	1,500	1,500	1,500	0.00%
	INTERGOVERNMENTAL	1,500	1,500	1,500	1,500	1,500	1,500	0.00%
CHARGES FOR SERVICE								
605-0000-36610	INTERNAL SERVICE REV	514,700	534,800	552,500	634,900	634,900	634,900	14.91%
	Admin				38,500	38,500	38,500	
	Finance				54,800	54,800	54,800	
	License Bureau				12,700	12,700	12,700	
	WATER				35,500	35,500	35,500	
	SEWER				35,500	35,500	35,500	
	STORMWATER				15,000	15,000	15,000	
	Engineering				24,000	24,000	24,000	
	Streets				12,700	12,700	12,700	
	Garage				8,500	8,500	8,500	
	Comm Dev				47,400	47,400	47,400	
	Golf				7,000	7,000	7,000	
	Parks				21,300	21,300	21,300	
	Forestry				4,200	4,200	4,200	
	Recreation				25,900	25,900	25,900	
	NBCC				30,300	30,300	30,300	
	Police				199,300	199,300	199,300	
	Fire				62,300	62,300	62,300	
	CHARGES FOR SERVICE	514,700	534,800	552,500	634,900	634,900	634,900	14.91%
OTHER/MISC								
605-0000-37805	Refunds and Reimbursements	0	0	0	0	0	0	0.00%
605-0000-37810	Army Reimbursement	6,000	6,000	6,000	6,000	6,000	6,000	0.00%
	OTHER/MISC	6,000	6,000	6,000	6,000	6,000	6,000	0.00%
INVESTMENT INCOME								
605-0000-38801	Interest	14,486	9,425	15,100	13,200	13,200	13,200	-12.58%
605-0000-38802	FAIR VALUE CHANGE	59,449	(2,612)	0	0	0	0	0.00%
	INVESTMENT INCOME	73,935	6,813	15,100	13,200	13,200	13,200	-12.58%
	TOTAL REVENUES	596,135	549,113	575,100	655,600	655,600	655,600	14.00%
EXPENDITURES								
PERSONNEL SVCS								
605-0000-41100	Regular/Part time	113,612	121,263	131,800	186,300	186,300	186,300	41.35%
605-0000-41110	Overtime Wage	59	287	0	0	0	0	0.00%
605-0000-41120	COMP TIME PAY	5,369	4,807	0	0	0	0	0.00%
605-0000-41400	Severance Pay	3,224	12,900	2,100	2,200	2,200	2,200	4.76%
605-0000-41640	FICA/MEDICARE	9,437	10,033	10,100	14,300	14,300	14,300	41.58%
605-0000-41645	PERA	8,558	9,425	9,900	14,000	14,000	14,000	41.41%
605-0000-41650	Insurance Contrib	12,866	14,179	14,500	31,600	31,600	31,600	117.93%
605-0000-41660	Workers' Comp	1,100	1,300	1,300	1,300	1,300	1,300	0.00%
605-0000-41680	PENSION EXPENSE - GASB68	0	2,562	0	0	0	0	0.00%
	PERSONNEL SVCS	154,225	176,756	169,700	249,700	249,700	249,700	47.14%
MATERIAL & SUPPLIES								
605-0000-42170	Misc Mat & Sup	10,199	10,287	10,500	10,500	10,500	10,500	0.00%
605-0000-42280	Small Equipment	19,498	15,935	19,000	19,000	19,000	19,000	0.00%

BUDGET REPORT FOR CITY OF NEW BRIGHTON

12/6/16

GL NUMBER	DESCRIPTION	2014	2015	2016	2017	2017 CITY MANAGER	2017	2017
		ACTIVITY	ACTIVITY	AMENDED BUDGET	DEPARTMENT REQUESTED BUDGET	APPROVED BUDGET	ADOPTED BUDGET	% CHANGE
	MATERIAL & SUPPLIES	29,697	26,222	29,500	29,500	29,500	29,500	0.00%
CONTRACTUAL SVCS								
605-0000-43300	Professional Service	7,454	7,556	9,000	9,000	9,000	9,000	0.00%
605-0000-43310	Communications/Telep	80,359	84,557	95,100	95,100	95,100	95,100	0.00%
605-0000-43330	Postage	27	28	100	0	0	0	-100.00%
605-0000-43370	TRAINING	350	1,095	500	500	500	500	0.00%
605-0000-43380	Travel	28	5	0	0			
605-0000-43510	MAINT BLDG, EQUIP	86,319	98,162	102,800	102,800	102,800	102,800	0.00%
	WEB PAGE SUPPOR				1,000	1,000	1,000	
	FIX 311				-	-	-	
	GRANICUS SUPORT				9,200	9,200	9,200	
	E TICKET				2,500	2,500	2,500	
	ELECTRONIC RECORDKEEPING				11,000	11,000	11,000	
	NETWORK				9,000	9,000	9,000	
	COPIERS AND OFFICE EQUIPMENT				7,500	7,500	7,500	
	PHONE SUPPORT				10,500	10,500	10,500	
	POSTAGE MACHINE				500	500	500	
	CABLE OPERATIONS / MAINTENANCE				4,000	4,000	4,000	
	SECURITY SOFTWARE (ACCESS CARD READER)				6,000	6,000	6,000	
	BACKUP SYSTEM				300	300	300	
	CERTIFICATE RENEWAL FOR WEBSITE				500	500	500	
	HR WEST SOURCE				-	-	-	
	MS OFFICE MAINTENANCE				7,000	7,000	7,000	
	SCRIPT LOGIC				5,500	5,500	5,500	
	EMAIL MAIL ANTI VIRUS RENEWAL				6,000	6,000	6,000	
	FIREWALL RENEWAL				4,000	4,000	4,000	
	VSPHERE VIRTUAL RENEWAL				8,500	8,500	8,500	
	Other Services				7,800	7,800	7,800	
	VBRICK WEBSTREAMING				2,000	2,000	2,000	
605-0000-43563	RISK MGMT INTERNAL	2,300	2,900	2,900	2,900	2,900	2,900	0.00%
605-0000-43590	Other Services	0	0	0	0	0	0	0.00%
	CONTRACTUAL SVCS	176,837	194,303	210,400	210,300	210,300	210,300	-0.05%
CAPTIAL OUTLAY								
605-0000-46200	Veh & Equip Acquis	37,493	47,401	742,800	83,700	83,700	83,700	-88.73%
605-5151-46200	Veh & Equip Acquis	0	0	0	0	0	0	0.00%
605-4113-46200	Veh & Equip Acquis-Finance	0	0	0	81,200	81,200	81,200	0.00%
605-5000-46200	Veh & Equip Acquis-Utility	0	0	0	0	0	0	0.00%
605-5131-46200	Veh & Equip Acquis-Engineering	0	0	0	0	0	0	0.00%
605-6141-46200	Veh & Equip Acquis-Parks	0	0	0	0	0	0	0.00%
605-7121-46200	Veh & Equip Acquis-Police	19,454	31,217	0	36,000	36,000	36,000	0.00%
605-7129-46200	Veh & Equip Acquis-Fire	4,030	12,819	0	14,000	14,000	14,000	0.00%
	CAPTIAL OUTLAY	60,977	91,437	742,800	214,900	214,900	214,900	-71.07%
FINANCING USES								
605-0000-47200	Loss on Fixed Assets	2,450	3,635	0	0	0	0	0.00%
605-4144-47200	Loss on Fixed Assets	0	7,280	0	0	0	0	0.00%
605-7121-47200	Loss on Fixed Assets	0	1,980	0	0	0	0	0.00%
	FINANCING USES	2,450	12,895	0	0	0	0	0.00%
UNCLASSIFIED								
605-0000-47800	Depreciation Expense	108,815	76,405	0	0	0	0	0.00%
	UNCLASSIFIED	108,815	76,405	0	0	0	0	0.00%
TOTAL EXPENDITURES		533,001	578,018	1,152,400	704,400	704,400	704,400	-38.88%
NET OF REVENUES/EXPENDITURES		63,134	(28,905)	(577,300)	(48,800)	(48,800)	(48,800)	-91.55%

Fleet

BUDGET REPORT FOR THE CITY OF NEW BRIGHTON

12/6/16

	2014	2015	2016	2017	2017	2017	2017
	ACTIVITY	ACTIVITY	AMENDED	DEPARTMENT	CITY MANAGER	ADOPTED	
DESCRIPTION			BUDGET	REQUESTED	RECOMMENDED	BUDGET	% CHANGE
Fund 603 - FLEET REPLACEMENT							
REVENUES							
CHARGES FOR SERVICE	407,900	421,300	434,900	449,200	449,200	449,200	3.29%
OTHER FINANCING SOURCE	34,184	38,294	0	55,200	55,200	55,200	0.00%
OTHER/MISC	0	39,029	0	0	0	0	0.00%
INVESTMENT INCOME	298,827	28,661	61,200	62,100	62,100	62,100	1.47%
TRANSFER IN	161,421	161,421	242,363	184,200	184,200	184,200	-24.00%
INTERGOVERNMENTAL	9,000	9,000	9,000	0	0	0	-100.00%
TOTAL REVENUES	911,332	697,705	747,463	750,700	750,700	750,700	0.43%
EXPENDITURES							
CAPTIAL OUTLAY	6,627	16,803	584,800	632,100	632,100	632,100	8.09%
FINANCING USES	9,941	90	0	0	0	0	0.00%
DEPRECIATION	377,107	413,435	0	0	0	0	0.00%
TOTAL EXPENDITURES	393,675	430,328	584,800	632,100	632,100	632,100	8.09%
NET OF REVENUES/EXPENDITURES	517,657	267,377	162,663	118,600	118,600	118,600	-27.09%
BEGINNING FUND BALANCE	8,380,100	8,897,700	9,165,100	9,327,800	9,327,800	9,327,800	1.78%
ENDING FUND BALANCE	8,897,757	9,165,077	9,327,763	9,446,400	9,446,400	9,446,400	1.27%

BUDGET REPORT FOR THE CITY OF NEW BRIGHTON

12/6/16

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		2014	2015	2016	2017	2017 CITY MANAGER	2017	2017
		ACTIVITY	ACTIVITY	AMENDED	DEPARTMENT REQUESTED	APPROVED	ADOPTED	
GL NUMBER	DESCRIPTION			BUDGET	BUDGET	BUDGET	BUDGET	% CHANGE
Fund 603 - FLEET REPLACEMENT								
REVENUES								
CHARGES FOR SERVICE								
603-0000-36610	INTERNAL SERVICE REV	407,900	421,300	434,900	449,200	449,200	449,200	3.29%
	ENGINEERING				4,000	4,000	4,000	
	STREETS				17,800	17,800	17,800	
	COMM DEV				6,900	6,900	6,900	
	PARKS				52,500	52,500	52,500	
	FORESTRY				5,200	5,200	5,200	
	GOLF				3,600	3,600	3,600	
	POLICE				59,800	59,800	59,800	
	FIRE				75,400	75,400	75,400	
	WATER				75,900	75,900	75,900	
	SEWER				92,100	92,100	92,100	
	STORMWATER				56,000	56,000	56,000	
CHARGES FOR SERVICE		407,900	421,300	434,900	449,200	449,200	449,200	3.29%
OTHER FINANCING SOURCE								
603-0000-37802	Sale of City Property	0	0	0	2,100	2,100	2,100	
603-4000-37802	Sale of City Property	0	1,800	0	0	0	0	
603-5000-37802	Sale of City Property - Utility	6,780	5,060	0	17,900	17,900	17,900	
603-5131-37802	Sale of City Property - Engineering	0	0	0	500	500	500	
603-5132-37802	Sale of City Property - Streets	10,000	0	0	0	0	0	
603-5151-37802	Sale of City Property - Com Dev	0	4,048	0	600	600	600	
603-6000-37802	Sale of City Property - Golf	0	1,845	0	0	0	0	
603-6141-37802	Sale of City Property - Parks	0	0	0	5,100	5,100	5,100	
603-7000-37802	Sale of City Property-Public Safety	9,844	16,416	0	0	0	0	
603-7121-37802	Sale of City Property-Police	1,350	9,125	0	9,700	9,700	9,700	
603-7129-37802	Sale of City Property-Fire	6,210	0	0	19,300	19,300	19,300	
OTHER FINANCING SOURCE		34,184	38,294	0	55,200	55,200	55,200	0.00%
OTHER/MISC								
603-5000-37807	CAPITAL CONTRIB - Utility	0	39,029	0	0	0	0	0.00%
OTHER/MISC		0	39,029	0	0	0	0	0.00%
INVESTMENT INCOME								
603-0000-38801	Interest	58,511	39,699	61,200	62,100	62,100	62,100	1.47%
603-0000-38802	FAIR VALUE CHANGE	240,316	(11,038)	0	0	0	0	0.00%
INVESTMENT INCOME		298,827	28,661	61,200	62,100	62,100	62,100	1.47%
TRANSFER IN								
603-0000-39980	Transfers from Other	161,421	161,421	242,363	184,200	184,200	184,200	-24.00%
TRANSFER IN		161,421	161,421	242,363	184,200	184,200	184,200	-24.00%
INTERGOVERNMENTAL								
603-7000-35718	Misc Grants/Aids - Public Safety	9,000	9,000	0	0	0	0	0.00%
603-7121-35718	Misc Grants/Aids - Police	0	0	9,000	0	0	0	-100.00%
INTERGOVERNMENTAL		9,000	9,000	9,000	0	0	0	-100.00%
TOTAL REVENUES		911,332	697,705	747,463	750,700	750,700	750,700	0.43%
EXPENDITURES								
CAPTIAL OUTLAY								
603-0000-46200	Veh & Equip Acquis	0	4,008	584,800	0	0	0	
603-5000-46200	Veh & Equip Acquis - Utility	0	0	0	295,200	295,200	295,200	
603-5131-46200	Veh & Equip Acquis - Engineering	0	0	0	0	0	0	
603-5132-46200	Veh & Equip Acquis - Streets	0	0	0	0	0	0	

BUDGET REPORT FOR THE CITY OF NEW BRIGHTON

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GL NUMBER	DESCRIPTION	2014	2015	2016	2017	2017 CITY MANAGER	2017	2017
		ACTIVITY	ACTIVITY	AMENDED BUDGET	DEPARTMENT REQUESTED BUDGET	APPROVED BUDGET	ADOPTED BUDGET	% CHANGE
603-5134-46200	Veh & Equip Acquis - Garage	5,658	12,227	0	0	0	0	
603-5151-46200	Veh & Equip Acquis - Com Dev	0	0	0	25,200	25,200	25,200	
603-6000-46200	Veh & Equip Acquis - Golf	0	0	0	60,800	60,800	60,800	
603-6141-46200	Veh & Equip Acquis- Parks	400	0	0	0	0	0	
603-6142-46200	Veh & Equip Acquis - Forestry	0	0	0	88,500	88,500	88,500	
603-7121-46200	Veh & Equip Acquis - Police	569	568	0	162,400	162,400	162,400	
603-7129-46200	Veh & Equip Acquis - Fire	0	0	0	0	0	0	
CAPTIAL OUTLAY		6,627	16,803	584,800	632,100	632,100	632,100	8.09%
FINANCING USES								
603-5134-47200	Loss on Fixed Assets - Garage	9,941	90	0	0	0	0	0.00%
FINANCING USES		9,941	90	0	0	0	0	0.00%
MISC/OTHER								
603-0000-47800	Depreciation Expense	377,107	413,435	0	0	0	0	0.00%
MISC/OTHER		377,107	413,435	0	0	0	0	0.00%
TOTAL EXPENDITURES		393,675	430,328	584,800	632,100	632,100	632,100	8.09%
NET OF REVENUES/EXPENDITURES - FUND 603		517,657	267,377	162,663	118,600	118,600	118,600	-27.11%

Non-Fleet

BUDGET REPORT FOR THE CITY OF NEW BRIGHTON

12/6/16

DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 AMENDED BUDGET	2017 DEPARTMENT REQUESTED BUDGET	2017 CITY MANAGER RECOMMENDED BUDGET	2017 ADOPTED BUDGET	2017 % CHANGE
Fund 604 - NON-FLEET							
REVENUES							
CHARGES FOR SERVICE	382,100	395,300	411,500	468,600	468,600	468,600	13.88%
OTHER FINANCING SOURCE	0	2,000	0	0	0	0	0.00%
REFUNDS & REIMB	0	800	0	0	0	0	0.00%
OTHER/MISC	13,534	5,238	0	0	0	0	0.00%
INVESTMENT INCOME	209,878	18,989	43,000	0	0	0	-100.00%
TRANSFER IN	356,979	10,579	322,637	380,800	380,800	380,800	18.03%
PERMITS	0	0	0	0	0	0	0.00%
TOTAL REVENUES	962,491	432,906	777,137	849,400	849,400	849,400	9.30%
EXPENDITURES							
MATERIAL & SUPPLIES	0	4,739	0	0	0	0	0.00%
CONTRACTUAL SVCS	0	12,700	0	0	0	0	0.00%
CAPTIAL OUTLAY	19,309	57,574	1,330,000	1,005,000	1,145,000	1,145,000	-13.91%
FINANCING USES	164	4,936	0	0	0	0	0.00%
DEPRECIATION	136,215	173,361	0	0	0	0	0.00%
TOTAL EXPENDITURES	155,688	253,310	1,330,000	1,005,000	1,145,000	1,145,000	-13.91%
NET OF REVENUES/EXPENDITURES	806,803	179,596	(552,863)	(155,600)	(295,600)	(295,600)	-46.53%
BEGINNING FUND BALANCE	5,187,815	5,994,618	6,174,214	6,083,814	6,083,814	6,083,814	-1.46%
ENDING FUND BALANCE	5,994,618	6,174,214	5,621,351	5,928,214	5,878,214	5,878,214	4.57%

BUDGET REPORT FOR THE CITY OF NEW BRIGHTON

12/6/16

		2014	2015	2016	2017	2017 CITY	2017	2017
					DEPARTMENT	MANAGER		
GL NUMBER	DESCRIPTION	ACTIVITY	ACTIVITY	AMENDED BUDGET	REQUESTED BUDGET	APPROVED BUDGET	ADOPTED BUDGET	% CHANGE
Fund 604 - NON-FLEET								
REVENUES								
CHARGES FOR SERVICE								
604-0000-36610	INTERNAL SERVICE REV	382,100	395,300	411,500	468,600	468,600	468,600	13.88%
	ELECTIONS				11,000	11,000	11,000	
	CENTRAL SERVICES				27,100	27,100	27,100	
	FINANCE				1,900	1,900	1,900	
	WATER				8,300	8,300	8,300	
	SEWER				8,300	8,300	8,300	
	STORMWATER				8,300	8,300	8,300	
	ENGINEERING				1,900	1,900	1,900	
	STREETS				8,600	8,600	8,600	
	GOLF				27,200	27,200	27,200	
	PARKS				94,500	94,500	94,500	
	NBCC				245,200	245,200	245,200	
	POLICE				11,900	11,900	11,900	
	FIRE				14,400	14,400	14,400	
CHARGES FOR SERVICE		382,100	395,300	411,500	468,600	468,600	468,600	13.88%
OTHER FINANCING SOURCE								
604-0000-37802	Sale of City Propert	0	2,000	0	0	0	0	0.00%
604-7129-37802	Sale of City Propert	0	0	0	0	0	0	0.00%
OTHER FINANCING SOURCE		0	2,000	0	0	0	0	0.00%
REFUNDS & REIMB								
604-0000-37805	Refunds and Reimburs	0	800	0	0	0	0	0.00%
REFUNDS & REIMB		0	800	0	0	0	0	0.00%
OTHER/MISC								
604-0000-37807	CAPITAL CONTRIB	13,534	5,238	0	0	0	0	0.00%
OTHER/MISC		13,534	5,238	0	0	0	0	0.00%
INVESTMENT INCOME								
604-0000-38801	Interest	40,953	26,210	43,000	0	0	0	-100.00%
604-0000-38802	FAIR VALUE CHANGE	168,925	(7,221)	0	0	0	0	0.00%
INVESTMENT INCOME		209,878	18,989	43,000	0	0	0	-100.00%
TRANSFER IN								
604-0000-39980	Transfers from Other	356,979	10,579	322,637	380,800	380,800	380,800	18.03%
TRANSFER IN		356,979	10,579	322,637	380,800	380,800	380,800	18.03%
PERMITS								
604-1515-33309	Plan/Building Other	0	0	0	0	0	0	0.00%
604-5000-33309	Plan/Building Other	0	0	0	0	0	0	0.00%
PERMITS		0	0	0	0	0	0	0.00%
TOTAL REVENUES		962,491	432,906	777,137	849,400	849,400	849,400	9.30%
EXPENDITURES								
MATERIAL & SUPPLIES								
604-1515-42170	Misc Mat & Sup	0	0	0	0	0	0	0.00%
604-1515-42280	Small Equipment	0	0	0	0	0	0	0.00%
604-7121-42280	Small Equipment	0	4,739	0	0	0	0	0.00%
MATERIAL & SUPPLIES		0	4,739	0	0	0	0	0.00%

BUDGET REPORT FOR THE CITY OF NEW BRIGHTON

12/6/16

		2014	2015	2016	2017	2017 CITY	2017	2017
					DEPARTMENT	MANAGER		
GL NUMBER	DESCRIPTION	ACTIVITY	ACTIVITY	AMENDED BUDGET	REQUESTED BUDGET	APPROVED BUDGET	ADOPTED BUDGET	% CHANGE
CONTRACTUAL SVCS								
604-1515-43300	Professional Service	0	0	0	0	0	0	0.00%
604-1515-43340	Printing/Publishing	0	0	0	0	0	0	0.00%
604-1515-43802	ARCHITECT COSTS	0	0	0	0	0	0	0.00%
604-1515-43804	INSPECTIONS/TESTING	0	0	0	0	0	0	0.00%
604-2119-43803	Engineering	0	1,200	0	0	0	0	0.00%
604-6144-43803	Engineering	0	10,100	0	0	0	0	0.00%
604-7121-43803	Engineering	0	1,400	0	0	0	0	0.00%
CONTRACTUAL SVCS		0	12,700	0	0	0	0	0.00%
CAPTIAL OUTLAY								
604-0000-46200	Veh & Equip Acquis	0	0	1,330,000	0	0	0	0.00%
604-1515-46751	Construction Costs	0	0	0	0	0	0	0.00%
604-5000-46751-51515	Construction Costs	0	0	0	0	0	0	0.00%
604-2119-46200	Veh & Equip Acquis	0	0	0				0.00%
604-5132-46200	Veh & Equip Acquis	0	0	0	74,600	74,600	74,600	0.00%
604-6000-46200	Veh & Equip Acquis	0	2,550	0	32,500	32,500	32,500	0.00%
604-6141-46200	Veh & Equip Acquis	0	32,222	0	97,800	97,800	97,800	0.00%
604-6144-46200	Veh & Equip Acquis	4,800	22,802	0	687,700	827,700	827,700	0.00%
604-7000-46200-50288	Veh & Equip Acquis	13,875	0	0	0	0	0	0.00%
604-7121-46200	Veh & Equip Acquis	634	0	0	105,800	105,800	105,800	0.00%
604-7129-46200	Veh & Equip Acquis	0	0	0	6,600	6,600	6,600	0.00%
CAPTIAL OUTLAY		19,309	57,574	1,330,000	1,005,000	1,145,000	1,145,000	-13.91%
FINANCING USES								
604-5134-47200	Loss on Fixed Assets	164	0	0	0	0	0	0.00%
604-7129-47200	Loss on Fixed Assets	0	4,936	0	0	0	0	0.00%
FINANCING USES		164	4,936	0	0	0	0	0.00%
MISC/OTHER								
604-0000-47800	Depreciation Expense	136,215	173,217	0	0	0	0	0.00%
604-4144-47800	Depreciation Expense	0	144	0	0	0	0	0.00%
MISC/OTHER		136,215	173,361	0	0	0	0	0.00%
TOTAL EXPENDITURES		155,688	253,310	1,330,000	1,005,000	1,145,000	1,145,000	-13.91%
NET OF REVENUES/EXPENDITURES - FUND 604		806,803	179,596	(552,863)	(155,600)	(295,600)	(295,600)	-46.53%

Pavement Management

BUDGET REPORT FOR THE CITY OF NEW BRIGHTON

12/6/16

DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 AMENDED BUDGET	2017 DEPARTMENT REQUESTED BUDGET	2017 CITY MANAGER RECOMMENDED BUDGET	2017 ADOPTED BUDGET	2017 % CHANGE
Fund 606 - PAVEMENT MANAGEMENT							
REVENUES							
REFUNDS & REIMB	0	0	7,500	0	0	0	-100.00%
INVESTMENT INCOME	36,723	4,175	0	0	0	0	0.00%
CHARGES FOR SERVICE	104,417	108,600	112,700	116,900	116,900	116,900	3.73%
TRANSFER IN	50,000	50,000	50,000	50,000	50,000	50,000	0.00%
TOTAL REVENUES	191,140	162,775	170,200	166,900	166,900	166,900	-1.94%
EXPENDITURES							
CAPTIAL OUTLAY	13,265	0	50,000	0	0	0	-100.00%
DEPRECIATION	20,431	21,506	0	0	0	0	0.00%
TOTAL EXPENDITURES	33,696	21,506	50,000	0	0	0	-100.00%
NET OF REVENUES/EXPENDITURES	157,444	141,269	120,200	166,900	166,900	166,900	38.85%
BEGINNING FUND BALANCE	1,211,672	1,369,117	1,510,386	1,673,086	1,673,086	1,673,086	10.77%
ENDING FUND BALANCE	1,369,116	1,510,385	1,630,585	1,797,485	1,797,485	1,841,582	12.94%

BUDGET REPORT FOR THE CITY OF NEW BRIGHTON

12/6/16

GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 AMENDED BUDGET	2017 DEPARTMENT REQUESTED BUDGET	2017 CITY MANAGER APPROVED BUDGET	2017 ADOPTED BUDGET	2017 % CHANGE
Fund 606 - PAVEMENT MANAGEMENT								
REVENUES								
REFUNDS & REIMB								
606-0000-37805	Refunds and Reimburs	0	0	7,500	0	0	0	-100.00%
	REFUNDS & REIMB	0	0	7,500	0	0	0	-100.00%
INVESTMENT INCOME								
606-0000-38801	Interest	7,163	5,801	0	0	0	0	0.00%
606-5000-38802	FAIR VALUE CHANGE	29,560	(1,626)	0	0	0	0	0.00%
	INVESTMENT INCOME	36,723	4,175	0	0	0	0	0.00%
CHARGES FOR SERVICE								
606-5000-36602-51403	Non-Txble Serv/Merch	17	0	0	0	0	0	
606-5000-36610	INTERNAL SERVICE REV	104,400	108,600	112,700	10,000	10,000	10,000	
	WATER				4,000	4,000	4,000	
	SEWER				4,000	4,000	4,000	
	STORMWATER				2,000	2,000	2,000	
606-5132-36610	STREETS				10,000	10,000	10,000	
606-6000-36610	GOLF				4,000	4,000	4,000	
606-6141-36610	PARKS				73,700	73,700	73,700	
606-6144-36610	NBCC				16,600	16,600	16,600	
606-7121-36610	POLICE				2,600	2,600	2,600	
	CHARGES FOR SERVICE	104,417	108,600	112,700	116,900	116,900	116,900	3.73%
TRANSFER IN								
606-5000-39980	Transfers from Other	50,000	50,000	50,000	50,000	50,000	50,000	0.00%
	TRANSFER IN	50,000	50,000	50,000	50,000	50,000	50,000	0.00%
	TOTAL REVENUES	191,140	162,775	170,200	166,900	166,900	166,900	-1.94%
EXPENDITURES								
CAPTIAL OUTLAY								
606-5000-46200	Veh & Equip Acquis	0	0	50,000	0	0	0	-100.00%
606-5000-46751	Construction Costs	13,265	0	0	0	0	0	0.00%
	CAPTIAL OUTLAY	13,265	0	50,000	0	0	0	-100.00%
UNCLASSIFIED								
606-5000-47800	Depreciation Expense	20,431	21,506	0	0	0	0	0.00%
	UNCLASSIFIED	20,431	21,506	0	0	0	0	0.00%
	TOTAL APPROPRIATIONS	33,696	21,506	50,000	0	0	0	-100.00%
	NET OF REVENUES/EXPENDITURES	157,444	141,269	120,200	166,900	166,900	166,900	38.85%